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# Shepherd College

Catalog 1979-1981



# PERSONS TO WHOM INQUIRIES MAY BE DIRECTED

**Dr. James A. Butcher, President**

## **Academic Affairs**

Dr. George A. Condon, Academic Dean.

Dr. Howard N. Carper, Jr., Coordinator of the Regents B.A. External Degree Program.

Dr. Billy Ray Dunn, Director of Teacher Education — Student teaching assignments and teacher certification.

Mrs. Linda S. Dunn, Director of Continuing and Off-Campus Education — Evening programs, continuing education, the extended campus.

Mr. William L. Hamrick, Registrar — Registration, schedules of classes, credit evaluations, transcripts.

Mr. Karl L. Wolf, Director of Admissions — Admission of students, admissions counseling, high school and transfer relations, college catalogs.

## **Student Affairs**

Mr. George Auxt, Dean of Student Affairs — Student personnel policies, counseling student health services, housing, vehicle regulations, student organizations student activities, placement.

Mr. Haydon Rudolf, Director of Financial Aid — Financial aid, student employment.

## **Business Affairs**

Mr. Arthur P. Foley, Director of Finance and Business Affairs — Business and financial information.

## **Federal Programs, Non-Faculty Personnel, Affirmative Action**

Dr. Earl E. Henderson, Assistant to the President.

## **Public Relations, Alumni Affairs, College Publications**

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Dr. William C. Fox, Coordinator

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## **Sports Information**

Mr. David T. Newlin, Director of Sports Information.

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The cover scene depicts the geographic area from Shepherdstown and West Virginia's Shenandoah Valley east along the Potomac River to Chesapeake Bay, including the Washington and Baltimore metropolitan areas. The scene was imaged by the Landsat-3 Satellite on June 30, 1978, at a distance of 400 miles from earth. Processing was by the Image Processing Facility at Goddard Space Flight Center, Greenbelt, Maryland. The photograph was provided by the National Aeronautics and Space Administration.



# **SHEPHERD COLLEGE**

## **SHEPHERDSTOWN, WEST VIRGINIA**

**Founded 1871**



## **A STATE COLLEGE IN THE SHENANDOAH VALLEY**

### **Accredited by the**

North Central Association of Colleges and Secondary Schools  
National Council for Accreditation of Teacher Education  
Council on Social Work Education  
West Virginia State Department of Education  
West Virginia State Board of Examiners for Registered Nurses

### **Member**

American Assembly of Collegiate Schools of Business  
American Association of Colleges for Teacher Education  
American Council on Education  
American Association of Community and Junior Colleges  
National League for Nursing

## **SHEPHERD COLLEGE CATALOG, 1979-1981**

**Volume XXXII**

**May, 1979**

This 1979-1981 Shepherd College Catalog is for informational purposes only and is not considered a binding contract between Shepherd College and students. The College and its divisions reserve the right at any time to: (a) cancel classes, courses, and programs; (b) change schedules; (c) change the academic calendar; (d) change admission and registration requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the College and its various divisions; and (f) change any other regulations affecting students. Changes shall take effect whenever the proper authorities so determine, and may apply to both present and prospective students. Although College officials are available to advise students, it is the student's responsibility to comply with College policies, including the requirements for degrees.





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## 1979-80 ACADEMIC YEAR CALENDAR

### SUMMER SESSION 1979

Mon., May 21	Registration and Payment for First and Second Summer Term 1330-1600. Registration and Payment for Night Classes, 1700-1800.
Tues., May 22	Classes begin, First Summer Term and Night, Late Registration (Late Fee Applies).
Wed., May 23	Last day for Registration and/or to add a class. (Late Fee Applies).
Wed., May 30	Holiday (Memorial Day).
Fri., June 15	Last day to drop a First Summer Session class. Orientation and Early-Registration for Transfers and Readmits.
Mon., June 18	Orientation and Early Registration for Freshmen, Group II. Last day to apply for Summer Graduation.
Tues., June 19	Orientation and Early Registration for Freshmen, Group III.
Fri., June 22	Day Classes End, First Summer Session.
Mon., June 25	Grades Due, 1200 Noon.
Thur., June 28	Last day to drop a night class.
Tues., July 3	TTh Night Classes End.
Wed., July 4	Holiday (Independence Day).
Mon., July 9	MW Night Classes End.
Mon., July 9	Registration for Second Summer Session, 1330-1600.
Tues., July 10	Day Classes begin for Second Summer Session. Late Registration (Late Fee Applies).
Wed., July 11	Last day for Registration and/or to add a class (Late Fee Applies).
Thur., Aug. 2	Last day to drop a day class.
Thur., Aug. 9	Day Classes end, Second Summer Term.
Fri., Aug. 10	Night Classes and Second Summer Session grades due, 1200 noon.

### FIRST SEMESTER

Sun., Aug. 26	Annual President's Dinner for Faculty and Spouses, 1830.
Mon., Aug. 27	Opening Faculty Meetings. Orientation, Academic Advisement, Registration and Payment for all Non-Early Registered Students, 0830. Night Registration, 1800.
Tues., Aug. 28	Faculty Meetings Continue. Continuation of Orientation. Early Registered Students pay fees. It is not possible to register for classes on August 28.
Wed., Aug. 29	Classes begin, first day late fee applies.
Fri., Aug. 31	Last day to add a class.
Mon., Sept. 3	Holiday (Labor Day).
Wed., Sept. 5	Last day to register. Last registration and payment for Night Classes, 1800.
Tues., Oct. 9	Last day to drop a 1st Eight Weeks class.
Mon., Oct. 15 thru	
Fri., Oct 19	Mid-Semester Examinations.
Wed., Oct. 24	Mid-Semester grades due 1200 Noon. Last day to apply for December 1979 Graduation.
Fri., Nov. 2	Mid-Semester grades distributed by advisors.
Fri., Nov. 9	Last day to drop a class.

Wed., Nov. 14 and  
Thur., Nov. 15  
Wed., Nov. 21 thru  
Sun., Nov. 25  
Wed., Dec. 5  
Fri., Dec. 7

Thur., Dec. 13 thru  
Wed., Dec. 19  
Fri., Dec. 21

Early Registration.

Thanksgiving Recess.

Last day to drop a 2nd Eight Weeks Class.

Last day all students currently enrolled to apply for May 1980 Graduation.

Final Examinations.

First Semester grades due 0900 and end of First Semester.

## SECOND SEMESTER

Mon., Jan. 7

Orientation, Academic Advisement, Registration and Payment for all Non-early Registered Students, 0830. Night Registration, 1800.

Tues., Jan. 8

Early Registered Students pay fees. It is not possible to register for classes on January 8. Continuation of Orientation.

Wed., Jan. 9

Classes begin. First day late fee applies.

Fri., Jan. 11

Last day to add a class.

Tues., Jan. 15

Last day to register. Last registration and payment for Night Classes, 1800.

Tues., Feb. 19

Last day to drop a 1st Eight Weeks class.

Mon., Feb. 25 thru

Fri., Feb. 29

Mid-Semester Examinations.

Wed., March 5

Mid-Semester grades due, 1200 noon.

Sat., March 8 thru

Sun., March 16

Spring Recess.

Fri., March 21

Mid-Semester grades distributed by advisors.

Fri., March 28

Last day to drop a class.

Thur., April 3

Last day for currently enrolled students to apply for Summer 1980 Graduation.

Fri., April 4

Holiday (Good Friday).

Wed., April 16 and

Thur., April 17

Early Registration.

Fri., April 18

Last day to apply for December 1980 Graduation.

Sat., April 19

Orientation and Early Registration for Freshmen, Group I.

Wed., April 23

Last day to drop a 2nd Eight Weeks Class.

Mon., May 5 thru

Fri., May 9

Final Examinations.

Mon., May 12

Second Semester grades due 0900 and end of Second Semester.

Sat., May 17

Commencement.

## 1980-81 ACADEMIC YEAR CALENDAR

### SUMMER SESSION 1980

Mon., May 26

Registration and Payment for First and Second Summer Term 1330-1600, Registration and Payment for Night Classes, 1700-1800.

Tues., May 27

Classes begin First Summer Term and Night. Late Registration (Late Fee Applies).



Wed., May 28	Last day for registration and/or to add a class (Late Fee Applies).
Fri., May 30	Holiday (Memorial Day).
Thur., June 19	Last day to drop a First Summer Session class.
Fri., June 20	Orientation and Early Registration for Transfers and Readmits.
Mon., June 23	Orientation and Early Registration for Freshmen, Group II. Last day to apply for Summer Graduation.
Tues., June 24	Orientation and Early Registration for Freshmen, Group III.
Thur., June 26	Day Classes end, First Summer Session.
Fri., June 27	Grades due, 1200 noon, First Session Summer School.
Thur., July 3	Last day to drop a Night Class.
Fri., July 4	Holiday (Independence Day).
Mon., July 7	Registration for Second Summer Session, 1330-1600.
Tues., July 8	Day Classes begin for Second Summer Session.
Tues., July 8	TTh Night Classes end.
Wed., July 9	Last day for registration and/or to add a class for Second Session (Late Fee Applies).
Wed., July 9	MW Night Classes end.
Thur., July 31	Last day to drop a day class.
Thur., Aug. 7	Day Classes end, Second Summer Term.
Fri., Aug. 8	Night Class and Second Summer grades due, 1200 noon.

### FIRST SEMESTER

Sun., Aug. 24	Annual President's Dinner for Faculty and Spouses, 1830.
Mon., Aug. 25	Opening Faculty meetings, Orientation, Academic Advisement, Registration and Payment for all Non-Early Registered Students, 0830. Night Registration, 1800.
Tues., Aug. 26	Faculty Meetings continue. Continuation of Orientation. Early Registered Students pay fees. It is not possible to register for classes on August 26.
Wed., Aug. 27	Classes begin. First day late fee applies.
Fri., Aug. 29	Last day to add a class.
Mon., Sept. 1	Holiday (Labor Day).
Wed., Sept. 3	Last day to register. Last registration and payment for night classes, 1800.
Tues., Oct. 7	Last day to drop a 1st Eight Weeks class.
Mon., Oct. 13 thru	
Fri., Oct. 17	Mid-Semester Examinations.
Wed., Oct. 22	Mid-Semester Grades due 1200 noon.
Fri., Oct. 31	Mid-Semester Grades distributed by advisors.
Tues., Nov. 4	Holiday (Election Day).
Fri., Nov. 7	Last day to drop a class.
Wed., Nov. 19 and	
Thur., Nov. 20	Early Registration.
Wed., Nov. 26 thru	
Sun., Nov. 30	Thanksgiving Recess.
Wed., Dec. 3	Last day to drop a 2nd Eight Weeks Class.
Fri., Dec. 5	Last day to apply for May 1981 Graduation.
Thur., Dec. 11 thru	
Wed., Dec. 17	Final Examinations.
Fri., Dec. 19	First Semester grades due 0900 and end of First Semester.

## SECOND SEMESTER

Mon., Jan. 5	Orientation, Academic Advisement, Registration and Payment for all Non-Early Registered Students, 0830. Night Registration 1800.
Tues., Jan. 6	Early Registered Students pay fees. It is not possible to register for classes on January 6. Continuation of Orientation.
Wed., Jan. 7	Classes begin. First day late fee applies.
Fri., Jan. 9	Last day to add a class.
Tues., Jan. 13	Last day to register. Last registration and payment for Night Classes, 1800.
Tues., Feb. 17	Last day to drop a 1st Eight Weeks class.
Mon., Feb. 23 thru	
Fri., Feb. 27	Mid-Semester Examinations.
Wed., March 4	Mid-Semester grades due 1200 noon.
Sat., March 7 thru	
Sun., March 15	Spring Recess.
Fri., March 20	Mid-Semester grades distributed by advisors.
Fri., March 27	Last day to drop a class.
Thur., April 9	Last day for currently enrolled students to apply for Summer 1981 Graduation.
Fri., April 10	Holiday (Good Friday).
Wed., April 15 and	
Thur., April 16	Early Registration.
Fri., April 17	Last day to apply for December 1981 Graduation.
Sat., April 18	Orientation and Early Registration for Freshmen, Group I.
Wed., April 22	Last day to drop a 2nd Eight Weeks Class.
Mon., May 4 thru	
Fri., May 8	Final Examinations.
Mon., May 11	Second Semester grades due 0900 and end of Second Semester.
Sat., May 16	Commencement.

SECTION I

# GENERAL INFORMATION

## AN INTRODUCTION TO THE COLLEGE

Shepherd College is a state-supported institution within the West Virginia system of higher education. From its beginnings over a century ago, the College has evolved into a comprehensive center of higher learning, serving a number of related, yet distinct roles:

- The College offers Bachelor of Arts and Bachelor of Science degrees in a wide range of fields, encompassing the liberal arts, business administration, teacher education, and other career-oriented areas.
- The College offers a diverse selection of programs leading to Associate degrees and certificates for students whose career or personal enrichment objectives are served by formalized two- and one-year programs.
- The College provides credit courses for individuals with no degree aspirations, but who seek to broaden and update their knowledge in either familiar or new fields of intellectual endeavor.
- For the Shenandoah Valley region as a whole, the College is a center for non-credit continuing education, public service, and convenient citizen access to extensive programs in art, music, athletics, and other areas of public interest.

Shepherd College has a responsibility to extend its resources beyond the campus in order to bring higher education closer to those who seek it. The College has an administrative center in Petersburg, West Virginia to better serve the South Branch Valley counties of the state. Courses are regularly offered in locations away from Shepherdstown, to facilitate access to college-level study by people throughout Eastern West Virginia and the surrounding region.

## ACCREDITATION

The College is accredited by the North Central Association of Colleges and Secondary Schools, the National Council for Accreditation of Teacher Education, the Council on Social Work Education, the West Virginia State Department of Education, and the West Virginia State Board of Examiners for Registered Nurses.

## SCENIC AND HISTORIC LOCATION

Shepherd College is situated in the Shenandoah Valley, on the banks of the Potomac River, in historic Shepherdstown, West Virginia. The oldest town in the state, Shepherdstown is an ideal college community, with the town and campus combining to offer a unique learning-living environment.

Located in the Eastern Panhandle of West Virginia, Shepherdstown is within 20 miles of points in the nearby states of Maryland, Pennsylvania, and Virginia. It is only 65 miles from the metropolitan areas of Washington, D.C. and Baltimore, Maryland. Within a short hike or drive of the campus are such well-known historic landmarks as Harpers Ferry and the Antietam Battlefield. Across the Potomac River from the campus is the Chesapeake and Ohio Canal National Historical Park. The C and O Canal Historical Trail, developed along the towpath of the old canal, is a beautiful recreational sanctuary, extending 180 miles from Cumberland, Maryland to Georgetown, in the Nation's Capital.

The relationship of the College to the surrounding area is evident in many different ways. The Shenandoah Valley region is rich with American history. The



United States Capitol and numerous other federal and state facilities are easily accessible. Richmond and Williamsburg, Virginia, as well as New York and Philadelphia, are all within a few hours drive of Shepherdstown. Guest lecturers and performers, field trips, internships, and career opportunities are advantages directly related to the location of Shepherd College.

## **HISTORY OF THE COLLEGE**

The history of Shepherd College began when the county seat of Jefferson County, West Virginia was moved from Shepherdstown to Charles Town in July, 1871. The people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed to instruct students "in languages, arts and sciences," was drawn up and signed by C.W. Andrews, A.R. Boteler, C.T. Butler, G.M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurren first principal of the institution, which was opened in September 1871, under the authority of the Board of Trustees, with forty-two students.

On February 27, 1872, the Legislature of West Virginia passed the following act: "That a branch of the State Normal School be and the same is hereby established at the building known as Shepherd College, in Shepherdstown, in the county of Jefferson."

Shepherd College became a four-year college for the training of teachers on July 1, 1930, and was granted the authority by the West Virginia Board of Education to grant the Bachelor of Arts degree to graduates of the institution. In 1943, the State Legislature enacted legislation providing for a liberal arts college program at Shepherd College. In September 1950, Shepherd College was authorized to confer the Bachelor of Science degree. In March 1950, the College was fully accredited by the North Central Association of Colleges and Secondary Schools; in January 1951, it became a member of the Association of American Colleges; and in 1954 it was accredited by the National Council for the Accreditation of Teacher Education. In succeeding years these accreditations have regularly been renewed.

## **THE OBJECTIVES OF SHEPHERD COLLEGE**

The College aims to provide students with a general education which will enable them to succeed, personally and professionally, in today's complex society and to prepare them for entry into a satisfying career. The burden of accomplishment rests on the student, but the faculty and staff desire to render every assistance in increasing the student's ability to understand his society, communicate orally and in writing, analyze data, synthesize knowledge, understand and be able to use the methods of inquiry of the various disciplines, and develop a personal code of ethics and a philosophy of life.

Faculty and students enjoy complete freedom to search for truth and state their opinions without restraint from political creeds, religious doctrines, economic pressures or personal biases. The faculty seeks to encourage students in their intellectual and personal development.

## **DEDICATED TO GOOD CITIZENSHIP**

Shepherd College is dedicated to the building of good citizens. When a student enrolls at the College, he has entered into an agreement to abide by all College regulations. The College encourages students to develop and maintain high standards of character and citizenship in their daily living. Any student whose behavior, either on or off the campus, is considered by the College administration to be detrimental to the College or to the student, will be required to withdraw from the College.

## SHEPHERD COLLEGE CAMPUS

The campus of Shepherd College is comprised of approximately one-hundred fifty-six acres of rolling limestone land extending from German (Main) Street in Shepherdstown to the Potomac River. Twenty-one academic, residence, and ancillary buildings compose the campus facilities.

**The Administration Building** houses the offices of the President, Academic Dean, Registrar, Admissions, Business Affairs, Student Affairs, Financial Aid, College Relations, Housing, Staff Personnel, Off-Campus and Continuing Education, Computer Center and Institutional Research, and the Campus Service Center.

**McMurren Hall** is the original Shepherd College building, erected by Rezin D. Shepherd in 1860. This building, originally constructed for community uses, was transferred by perpetual lease to the Board of Trustees of Shepherd College in 1891. It is named in honor of Joseph McMurren, "the Father of Shepherd College," and presently houses the Department of Music.

**Reynolds Hall** was erected in 1889 by the citizens of Shepherdstown. It presently serves as the college's theatre, auditorium, and large lecture hall.

**Knutti Hall** was originally constructed in 1904 and was named in honor of former principal John G. Knutti. It houses the Department of Art, the Division of Education and the Division of Languages and Literature.

**White Hall** was dedicated for student use in 1975. It was named in honor of Dr. W.H.S. White, college president from 1920 to 1947, and houses the Divisions of Business Administration and Social Sciences.

**Academic Building B**, as yet unnamed, is a new science laboratory facility housing the Departments of Biology, Mathematics, Home Economics and the College Nursery School.

**Snyder Science Hall**, erected in 1942, was named in honor of the late H.L. Snyder, a prominent local citizen. The Departments of Chemistry and Physics are located in this facility.

**The Old Home Economics Building** to the east of Snyder Science Hall houses the college's Media Services. This building is being renovated to provide new facilities for the Department of Nursing.



**The Ruth Scarborough Library** collection is composed of varied materials, which number approximately 182,000. Printed and microtext materials comprise the majority of the collection. There are about 124,000 books and bound periodicals, which are supplemented by books and periodicals on some 30,000 microfiche and microfilm reels. Other parts of the collection include phonograph records, cassette and reel tapes, filmstrips, slides, media kits, and loopfilms. The library currently subscribes to some 625 periodicals and newspapers. The three-story, air-conditioned structure which the library occupied in October 1965, is designed as a place of study, particularly for independent study and research. The accommodations for study include reading rooms, group study rooms, and individual study carrels and cubicles. A phonograph record listening area, a cubicle for private viewing of visual materials, and a microtext reading area are available. The West Virginia Room houses a special collection of printed materials relating to the State. Library hours are listed in the Student Handbook.





**Home Management House**, located on Princess Street, is a nine-room brick residence equipped to provide home economics majors in-residence home management experiences.

**Creative Arts Center**, under construction on the west campus, will provide modern facilities for the Division of Creative Arts and Drama. This building will consist of studios, classrooms, recital hall, and a new theatre at a cost of \$2.5 million. Scheduled occupancy is Spring Semester 1981.

**Popodicon**, the home of the college President, was constructed in 1907 and secured by the College in 1964. It provides a spacious and gracious addition to the college campus.

**Gardiner, Miller, Shaw, and Turner Halls** provide on-campus housing for women.

**Boteler, Kenamond, and Thacher Halls** provide on-campus housing for men.

**The Shepherd College Center** provides student organizational meeting rooms, snack bar, club rooms, pub lounge, ballroom, games area, and bowling facilities. The College Book Store is located on the ground level.

The College Center, Scarborough Library, White Hall, and Building B are equipped with elevators. Handicapped students may request elevator keys from the Student Development Center.

## SUMMER SESSION

The summer session at Shepherd College is an integral part of the College year. All general College requirements relating to high academic standards, sound scholarship, and good citizenship apply in the summer just as in the regular academic year. The summer session is organized into two terms of five weeks each.

## OFF-CAMPUS PROGRAM

In order to serve the educational needs of the citizens of the eight eastern counties of West Virginia, Shepherd College organizes and conducts courses at convenient and accessible off-campus sites throughout the region. All off-campus coursework, scheduling, and staffing requirements are commensurate with those adopted for on-campus programs. Credits earned in off-campus courses are equivalent to residential credits, reflecting the standards of excellence long associated with Shepherd College.

To more effectively serve Grant, Hampshire, Hardy, Mineral, and Pendleton Counties, Shepherd College has established an administrative center for off-campus instruction at Petersburg. Currently, through the SOUTH BRANCH VALLEY CENTER, students may complete all course requirements at off-campus sites for certain programs including the Regents Bachelor of Arts degree. Inquiries regarding courses and programs in the South Branch Valley should be directed to the Coordinator of the Center, 2 Virginia Avenue, Petersburg, West Virginia 26847.

In Berkeley, Jefferson, and Morgan Counties, off-campus classes are offered as an integral component of the College's regular schedule of instruction. Through the off-campus and evening programs, students may complete virtually all course requirements for certain degrees. Persons interested in courses to be taught off-campus should contact the Director of Continuing and Off-Campus Education.

As a part of the institution's mission to improve and expand career-oriented programs in Eastern West Virginia, the College has developed cooperative educational opportunities with multi-county vocational centers within the region. Under these arrangements, students who complete postsecondary vocational training in specified fields at the cooperating centers may qualify for college credit by competency examination. Details on the cooperative programs are available from the Director of Continuing and Off-Campus Education.



## SECTION II

**ADMISSIONS****GENERAL INFORMATION**

Admission to Shepherd College shall be determined without regard to national origin, race, color, religion, sex or physical handicap. Admission does not guarantee housing. All correspondence relevant to admission and all credentials in support of an application for a full time student must be on file at least one (1) month prior to the opening of the semester or term for which the student is applying — August 1 for the fall semester, December 1 for the spring semester and May 1 for the summer terms.

The admissions and academic personnel of Shepherd College may recommend skill building courses, programs or other appropriate measures for a student whose high school record and standardized test scores indicate that he or she is deficient in certain areas.

The Shepherd College curriculum is such that students should pursue a broad secondary program of college preparation including the following units: English, 4; Social Science (including American History), 3; Natural Science (including Biology, Physics or Chemistry), 2; Mathematics (including Algebra), 2; Physical Education, 1; additional elective units to equal a minimum total of 17 units.

All students pursuing a program of study must submit the following credentials in order to be considered for admission to Shepherd College: Application for Admission, Health Form (full time students only), Housing Application and \$25.00 room deposit (if living beyond commuting distance), high school transcript or two final college transcripts from each college attended and American College Test Scores (full time freshman students only). In addition, college transfer students must have a Student Personnel Record form completed by the Student Affairs Office of the college last attended and forwarded to Shepherd College.

Shepherd College reserves the right to deny admission or readmission to individuals who have been convicted of any criminal offense. Persons who have been under the care of a physician or psychiatrist for mental health problems during the year prior to applying for admission to the College, must submit written statements from the physician or psychiatrist to the Admissions and Credits Committee before any decision on admission can be made. The College reserves the right to deny admission or readmission to any such individual whose needs it does not feel qualified to meet.

Individuals wishing to appeal an admissions decision or who wish an exception to the admissions policy may do so by writing to the Admissions and Credits Committee at Shepherd College.

Shepherd College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision, by 45 CFR 84, Subpart E, Section 84.42 and by Section 504, Rehabilitation Act of 1973 not to deny admission on basis of handicap, and by 45 CFR 86, Subpart C, Section 86.21 not to deny admission on basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the ground of race, color, or national origin.

**ADMISSION OF HIGH SCHOOL GRADUATES****INSTATE (WEST VIRGINIA RESIDENT) STUDENTS**

All residents of the state of West Virginia who are graduates of accredited or approved high schools and who do not possess serious health or character defects



are eligible for admission to Shepherd College. Non-high school graduates whose senior class has graduated one year previously may be admitted if they present a GED diploma.

Note: All freshman applicants who have been graduated from high school within three years of application for admission must submit ACT scores before the beginning of college classes (GED applicants excepted from this rule).

### **OUT-OF STATE (NON-WEST VIRGINIA RESIDENT) STUDENTS**

All residents of states other than West Virginia who are graduates of accredited or approved high schools and who do not possess serious health or character defects may be accepted for admission to Shepherd College if they meet the following requirements: rank in the upper ½ of their graduating class or have a high school grade point average of 2.50 or better after the sixth (6th) semester and have test scores of 18 or better on the American College Test (ACT) or 860 or better on the Scholastic Aptitude Test (SAT). Note: All applicants must submit ACT scores before the start of college classes.

Students who meet only one of the above listed admissions requirements may be considered for admission if they submit three (3) letters of recommendation from high school personnel and have a personal interview with College admissions staff members; students admitted with only one of the listed requirements will be required to work with the Special Services program for counseling and tutoring and to register for a limited course load as determined by the student's advisor. Non-high school graduates whose senior class has graduated one year previously may be admitted if they present a GED diploma.

### **ADMISSION OF STUDENTS FROM NON-ACCREDITED/APPROVED HIGH SCHOOLS**

Applicants for admission to Shepherd College who are graduates of high schools which are not accredited by a regional accrediting agency or not approved by the state board of education of the state in which they are located must submit scores from the General Educational Development (GED) Test to be considered for admission. Applicants will be considered for admission if they attain a standard score of 35 (which is the State requirement for a high school diploma) on each of the five parts of the GED Test or an average standard score of 45 or above on the entire test. Copies of the applicant's high school transcript, ACT Test scores and GED Test scores must be sent directly to the Director of Admissions at Shepherd College by the high school counselor and testing centers.

### **EARLY ADMISSION PLAN**

Secondary school students with superior ability and maturity are eligible for admission to Shepherd College after completion of three years of secondary school. They must be strongly endorsed by their high school principal and counselor, have a high school grade point average of 3.50 and scores of 28 or better on the ACT exam or 1200 or better on the SAT exam. Applicants must be mature enough to make adequate adjustment to college life. Emphasis is placed, therefore, on the high school record, recommendations from high school personnel and the student's personal interviews with Shepherd College Admissions and Student Affairs staff members. Once admitted, early entrants have the same status as other students; they take regular college programs and are required to meet the usual standards of performance. They are eligible for College financial aid on equal terms with entering high school graduates. Individuals desiring information about the Early Admissions program should contact the Director of Admissions.

## EARLY DECISION

Shepherd College offers an Early Decision Plan to students whose first choice of colleges is Shepherd. This plan is designed to reduce the burden of the admissions process for those applicants who are considered highly desirable for admission by the College and who fully intend to matriculate. A student applying for admission under the Early Decision Plan should possess high academic qualifications having a minimum grade of B (3.00) at the end of the sixth semester of high school and will need to meet all the admissions requirements as set forth in the College catalog. Under this plan a qualified applicant should receive notice of his acceptance by November 15. Students interested in applying under the Early Decision Plan should write to the Admissions Office at Shepherd College for further information.

## ADMISSION BY G.E.D. TEST

Non-high school graduates (veterans and persons over the age of 19 who have been out of high school at least one year or whose senior class has graduated one year previously) will be admitted if they attain a standard score of 35 (which is the State requirement for a diploma) on each of the five parts of the General Education Department Test or an average standard score of 45 or above on the entire test. Such students must have no severe character or health defects. G.E.D. scores must be sent directly to the Director of Admissions from the testing center or County Superintendent of Schools.

## ADMISSION TO THE NURSING PROGRAM

Students seeking admission into the Associate of Science degree program in Nursing at Shepherd College must meet the general requirements for admission to the College. They must submit:

1. The application for admission to Shepherd College.
2. Residence Hall Housing Application (if on campus housing is desired).
3. Transcripts of high school or previous college work.
4. American College Test (ACT) scores (freshmen only).

After completing all of the above steps, the student must also complete the following:

1. Submit a Department of Nursing application for admission into the Associate of Science Degree program.
2. Submit a letter of reference from someone able to assess the applicant's potential success in nursing.
3. Submit Health Form (required prior to admission).
4. Arrange for a personal interview with the Director of Nursing Education.
5. Sit for proficiency examinations in English and mathematics as a part of the on-campus interview.

All of the above listed steps must be completed by December 1 of the year prior to intended enrollment. Candidates who are selected for the limited number of openings must possess a good scholastic background which includes the successful completion of courses in algebra and chemistry, good skills in communication, and proficiency in English. In addition, candidates must possess good physical and mental health.

## ADMISSION TO THE PHOTOGRAPHY PROGRAM

Students seeking admission into the Associate of Arts degree program in Photography at Shepherd College must meet the general requirements for admission to the College as set forth in this catalog. In addition to the submission of admissions application forms and credentials for admission to Shepherd, the student must also

complete the following:

1. Submit a Photography Department application for admission into the Associate of Arts degree program in Photography.
2. Submit at least two (2) letters of recommendation from individuals able to assess the applicant's potential success in photography.
3. Submit at least four (4) samples of the applicant's photographic work.
4. Arrange for a personal interview with the Chairman of the Art Department.

All of the above listed steps should be completed by March 1 of the year prior to intended enrollment. Candidates who are selected for the limited number of openings must possess a good scholastic background, have a career interest in photography and show artistic potential.

## **COLLEGE TRANSFER STUDENTS**

Any applicant for admission to Shepherd College who has attended another institution of collegiate rank will be classified as a transfer student whether he has earned credit or not. The College does not under any condition disregard college or university credits earned elsewhere. Credit earned at other accredited colleges and universities will be allowed toward a degree at Shepherd College if applicable. College transfer students are required to have a 2.00 or better overall grade point average on all courses attempted and eligibility to return to their former colleges. A student who is on either academic or social probation at another institution is not eligible for admission to Shepherd College. Individuals who have been out of college for a period of at least two full academic years may be considered for admission on academic probation if their grade point average is less than 2.00; during the period of probation, the individual must meet the regulations of the probation policy in effect at the time of attendance.

All grades and credits transferred to Shepherd College are posted on the student's permanent record exactly as received from all other colleges. For admission purposes all grades on the student's transcript(s) will be used in computing the grade point average. Transcripts must be mailed directly to Shepherd from all colleges which the prospective student has previously attended. Transcripts received by Shepherd become the property of the College and cannot be returned to the student. Graduates of regionally accredited junior or community colleges are assigned a maximum of seventy-two (72) semester hours of credit. Credits from colleges that do not have regional accreditation are assigned on the following basis: Shepherd College will assign credits on the basis used by the state university in the state where the unaccredited college is located.

Regardless of the number of hours and the nature of the courses transferred a minimum of fifteen (15) hours with an average of "C" in the major field must be attained in residence.

After admission to Shepherd College, a student may not transfer to this institution courses in his major or teaching fields.

Students planning to enter teacher education should be aware of the fact that although a 2.00 is required for admission to the College, this grade point average is not high enough for entrance into the professional education block courses. Students planning to enter elementary education must have a minimum 2.30 grade point average in their field of study and students planning to enter secondary education must have a minimum grade point average of 2.50 in their respective teaching fields.

## **RE-ADMISSION OF STUDENTS**

An application for admission must be completed by any individual who was not enrolled the semester immediately preceding intended readmission to Shepherd. A health record is valid for five years after original submission. Residence hall applications and deposit checks of \$25.00 should be submitted with the re-admission



application if on-campus housing is desired. Students who have been academically suspended from the College should be sure that they are eligible for re-admission prior to the submission of the application form.

## **HANDICAPPED STUDENTS**

By section 504 of the Rehabilitation Act of 1973, and by 45 CFR 84, "Nondiscrimination on Basis of Handicap," Shepherd College practices nondiscrimination on basis of handicap in the areas of employment, program accessibility, admissions, accessibility of physical facilities, treatment of students, academic and adjustments, housing, financial aid, employment assistance to students, and in non-academic services. No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program sponsored by the college.

The College desires to provide every possible assistance to handicapped students. To do this, however, it must have reasonable notice of the special accommodations it will be asked to provide.

## **ADMISSION OF FOREIGN STUDENTS**

Applications from foreign students should be submitted at least six (6) months prior to the opening of the semester in which the applicant desires to enter. To be admitted the foreign student must demonstrate proficiency in both written and spoken English. Such proficiency can be established by the successful completion of the Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service, Princeton, New Jersey 08540. A score of at least 550 on this test is required for admission to Shepherd College. Information concerning this test can be secured through the United States Embassies and Consulates throughout the world or by writing to TOEFL, 1755 Massachusetts Avenue, N.W., Washington, D.C. 20036.

The applicant must file an application for admission, a health form and an official transcript of all academic credits and grades. This transcript must be sent directly to the Office of Admissions at Shepherd College by the institution the applicant last attended. Scholastic attainment must be equivalent to that of a high school graduate in the United States. Decisions about admission cannot be made until complete records have been received by Shepherd College and reviewed by the U.S. Office of Education, International Division, Washington, D.C.

Since no financial assistance is available to foreign students attending Shepherd College, arrangements for all expenses should be made before a student leaves his own country.

## **TRANSIENT STUDENTS**

Students who desire to enroll as TRANSIENT STUDENTS may do so upon the submission of a letter of good standing mailed directly to the Office of Admissions at Shepherd College from the institution that the student last attended and the submission of an application for admission at least one month prior to the opening of the semester in which the student decides to enroll.

## **SPECIAL STUDENTS**

Other persons may be considered for admission as special students upon completing an application. Special students may enroll in those courses for which they are qualified. If at a later date the student decides to work toward a degree at Shepherd College, he must submit all documents (transcripts, test scores, etc.) required and be admitted as a degree candidate. Transcripts may be required in order to evaluate competencies before enrolling in certain courses.

## AUDITING COLLEGE COURSES

A student may audit a college course by making application in the Office of Admissions as an auditor. An auditor is expected to comply with the instructor's attendance policy. Regular college fees are charged for persons auditing a course.



## HIGH SCHOOL HONORS PROGRAM

The Shepherd College Secondary School Honors Program offers a stimulating summer or regular semester of college work to the outstanding and highly motivated secondary school student who has completed his junior year.

The Honors Program gives the high school student an opportunity to take full accredited college courses along with the college student. By competing at the college level, the honors student can confirm his fitness for collegiate studies before the end of his senior year and earn full college course credit while still in high school.

### ELIGIBILITY

The High School Honors Program can admit only a limited number of students who meet its standards to Shepherd College each year. The applicant should be

completing or have completed his junior year of high school and should have maintained at least a "B" average during his high school course work. Applicants will be screened for ability, interests, initiative, emotional stability and social maturity.

The Honors student enrolls in regular college courses under the same regulations that apply to all undergraduate students registered for credit at Shepherd College. Depending upon his background, aptitudes, and recommendations from high school personnel, the honors student may choose a wide variety of college courses. Because a major purpose of this program is to insure a complete and realistic introduction to college studies, only a limited number of honors students are admitted to any one section of a course.

## **COLLEGE COURSE CREDIT**

Credit earned in the High School Honors Program is applicable towards a degree at Shepherd College should the student decide to matriculate here. The credits are transferrable elsewhere depending upon the policies of the individual college to which the student might later apply.

College credits are awarded when the student completes all requirements for graduation from high school. No student will be permitted to register for more than seventeen (17) semester hours of college course work in any one semester. Course fees and tuition will be the same as that for a regularly enrolled student of Shepherd College.

## **APPLICATION AND ADMISSION**

The student will apply for Admission to Shepherd College for the High School Honors Program using the regular college admissions application form. The student should check the space marked "High School Honors" on the front page of the application form. The applicant will follow all regular college admissions procedures as outlined in the Shepherd College Catalog and should submit scores from the American College Test (ACT) prior to enrolling for courses or before the end of the first semester of enrollment.

To be admitted to the High School Honors Program, the student must have the written approval of his high school principal and guidance counselor on file with the Director of Admissions at Shepherd College. The applicant should return the completed admissions application form to his guidance counselor who will attach a copy of the student's high school transcript and mail the materials to Shepherd College. Officials of Shepherd College must approve the specific courses in which the honors student enrolls.

All applications for admission to this program must be submitted at least thirty (30) days prior to the beginning of the semester or summer session in which the student wishes to begin the honors program. Admissions materials may be obtained from the high school guidance office or from the Admissions Office at Shepherd College.

Questions concerning the Shepherd College High School Honors Program should be directed to the Director of Admissions.

## **SERVICEMEN'S OPPORTUNITY COLLEGE (SOC)**

Shepherd College is a member institution of the Servicemen's Opportunity College Program. This program provides opportunities for servicemen and women pursue educational programs through a variety of traditional and non-traditional means — on-campus and on-base, in a variety of instructional modes or delivery systems and at times appropriate to their duty assignments. Shepherd College will work with servicemen and women to ensure that course work taken elsewhere is not lost when the student enters Shepherd College.



Shepherd College has designated a trained counselor as the servicemen counselor. This individual is available at times and locations convenient to the servicemen and women to assist them in their understanding of all educational options available within the SOC program. Tutorial services and similar learning assistance programs are available.

The SOC program provides maximum recognition of educational experience obtained in the Armed Services. The use of United States Armed Services Institute (USAFI) courses, the College Level Examination Program (CLEP), College Entrance Examination Board (CEEB) Advanced Placement tests and other recognized tests will be used to award credit to the SOC participant.

Individuals interested in learning more about the SOC program at Shepherd College should write to the Registrar at Shepherd College.

## **CLEP TESTS**

Students will be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. The student must achieve a score equal to or above the recommended score of the model policy of the College Board's Council on College-Level Examinations current at the time the examination was taken, that is the fiftieth percentile. Credit shall be awarded for the number of semesters for which the examination was designed. A grade shall not be assigned and the credit will not be included in the computation of the student's grade point average.

If credit in general education does not meet specific program requirements at Shepherd College, the credit shall be used as elective credit. The permanent academic record of the student shall indicate which credit was earned by CLEP examination. Credit for courses involving field-based aspects is not awarded on the basis of CLEP scores. Students must be enrolled at Shepherd College in order to receive credit from the institution. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript. The Chancellor of the West Virginia Board of Regents shall appoint a committee to review these regulations periodically.

Students currently enrolled at Shepherd College may take the CLEP examinations on campus. Persons desiring to enroll at Shepherd College who wish CLEP credit as part of their admission must take the examinations at another testing center. At present the closest center to Shepherd College is located at Frederick Community College, Frederick, Maryland.

## **TRANSFER ARTICULATION AGREEMENTS**

Shepherd College has developed transfer articulation agreements with a number of two-year and community colleges. These agreements facilitate the transferring of credits among the participating institutions. Students may consult these documents for information on specific course-by-course transfer, and are urged to do so early in planning their college programs.

Class standing at Shepherd College will be based on the semester or quarter hours transferable to Shepherd.

Articulation agreements have been or are being developed with the following institutions:

- Allegany Community College, Cumberland, Maryland
- Anne Arundel Community College, Arnold, Maryland
- Catonsville Community College, Catonsville, Maryland
- Frederick Community College, Frederick, Maryland
- Hagerstown Junior College, Hagerstown, Maryland
- Harford Community College, Bel Air, Maryland
- Howard Community College, Columbia, Maryland



Lord Fairfax Community College, Middletown, Virginia  
 Montgomery College, Rockville, Takoma Park and Germantown, Maryland  
 Northern Virginia Community College, Annandale, Alexandria, Sterling,  
 Manassas and Woodbridge, Virginia  
 Parkersburg Community College, Parkersburg, West Virginia  
 Potomac State College, Keyser, West Virginia  
 Prince Georges Community College, Largo, Maryland  
 Southern West Virginia Community College, Logan and Williamson, West  
 Virginia  
 Virginia Community College System, Richmond, Virginia  
 West Virginia Northern Community College, Wheeling and Weirton, West  
 Virginia

Applicants interested in the details of these articulation agreements should contact one of the colleges involved or the Office of Admissions at Shepherd College. Officials of other institutions desiring articulation agreements with Shepherd College should contact the Director of Admissions at Shepherd.

## **COLLEGE CREDIT FOR MILITARY SERVICE**

Institutions of higher learning in West Virginia will grant credit for four (4) semester hours to an individual who presents a copy of his DD-214 Form after completing a minimum of one year of active military service. This credit shall be assigned to physical education, hygiene, military training or appropriate electives. The four semester hours allowed for basic or recruit training may be counted as upper division physical education unassigned, or may be counted toward the following requirements: two hours, Health Education; two hours, First Aid; four hours, Recreational Activities; four hours, Team Sports.

Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution in which the credit was earned, but not to exceed 28 semester hours.

## **WAIVING FRESHMAN ENGLISH**

Students who score well on the English Placement Exam will be notified that they are eligible to attempt to waive English 60-101 Written English. Students interested in exercising this option should go immediately to the chairman of the Freshman Waiver Committee, who will administer a written examination. If successful, the student may proceed directly to 60-102 Written English. No credit is allowed for the waived course; students are expected to take an upper division English course as a substitute. (This substitute would normally be taken during the junior or senior year of study.)

## **DELAYED ENROLLMENT PLAN**

Students who are offered admission to the freshman class at Shepherd College may postpone their enrollment for one year. Admitted freshmen who choose this option must submit a letter requesting that their application be reconsidered by April 1 for the fall semester, May 1 for the summer terms, or November 1 for the spring semester. These students will be guaranteed space, except in the Nursing and Photography Programs, if they satisfy previous admission requirements made as conditions of their original admission. They must have an honorable record in the intervening year. Assurance of future admission does not apply to students who enroll in another college or university during the intervening period; in such cases, it will be necessary to consider the student as a transfer applicant based on the course work taken at the other college or university. The student delaying his enrollment must complete a new admissions application form to update information about himself and his proposed academic program.

## ENROLLMENT PROCEDURES

A high school student may obtain an admission application from his high school guidance counselor or by writing directly to the Office of Admissions, Shepherd College, Shepherdstown, West Virginia 25443. He must complete the admissions application and return it with the health form signed by a physician, a housing application and room reservation deposit (if applicable), and the financial aid application (if he desires financial assistance) to the Director of Admissions. He should request that his high school send his official transcript to the Director of Admissions. This transcript must include his class rank or G.P.A., courses taken, senior courses in progress and test scores if taken. After his application and official transcript have been received, he will be notified of his acceptance or denial.

Each student should familiarize himself with the College catalog and all requirements for certification and degrees, and will be held primarily responsible for meeting these requirements.

A student who has been officially admitted to the College will receive instructions and information regarding the Orientation Program and Registration from the Office of the Admissions. An advisor will be appointed for all first-time enrollees. A student should feel free at all times to contact his advisor to plan and discuss his schedule and academic program. Advisors are chosen in the field in which the student is majoring. Ordinarily, a student has the same advisor until he graduates unless he changes his field of study.

## ORIENTATION, TESTING AND EARLY REGISTRATION

New freshmen and transfer students who will be entering Shepherd College for the first time have the opportunity to attend an orientation, testing and early registration session held on one of several dates in April, June, or August. Students attending these sessions will meet with their academic advisors, will plan their fall course schedules, and will register for their fall semester courses.



## **POLICY REGARDING CLASSIFICATION OF RESIDENTS AND NON-RESIDENTS FOR ADMISSION AND FEE PURPOSES**

The West Virginia Board of Regents at its meeting November 13, 1973, adopted the following regulations governing the classification of students as residents or non-residents for admission and fee purposes at all institutions under its jurisdiction, effective January 1, 1974.

### **CLASSIFICATION OF RESIDENTS AND NON-RESIDENTS FOR ADMISSION AND FEE PURPOSES**

**1. General:** Students enrolling in a West Virginia public institution of higher education shall be classified as resident or non-resident for admission, tuition and fee purposes by the institutional officer designated by the President. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as are deemed necessary to establish the domicile of a student. The burden of establishing residency for tuition and fee purposes is upon the student.

If there is a question as to residence, the matter must be brought to the attention of the designated officer and passed upon at least two weeks prior to registration and payment of tuition and fees. Any student found to have made a false or misleading statement concerning his residence shall be subject to disciplinary action and shall be charged the nonresident fees for each session theretofore attended.

**2. Residence-Determined by Domicile:** Domicile within the state means the option of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the person to return to another state or country. West Virginia domicile may be established upon the completion of at least twelve months of continued residence within the state prior to the date of registration provided that such twelve months residency is not primarily for the purpose of attendance at any institution of learning in West Virginia.

Establishment of West Virginia domicile with less than twelve months residence prior to the date of registration must be supported by proof of positive and unequivocal action, such as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia, and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established.

**3. Minors:** Minors are defined by the West Virginia Code (2-2-10) as persons under eighteen years of age. The residence of a minor shall follow that of the parents all times, except in extremely rare cases where emancipation can be proved beyond question. The residence of the father, or the residence of the mother if the father is deceased, is the residence of the unmarried or unemancipated minor. If the father and the mother have separate places of residence, the minor takes the residence of the parent with whom he has been assigned by court order. The parents of a minor shall be considered residents of West Virginia if their domicile is within the state.

A minor student who is properly admitted to an institution as a resident student shall retain that classification as long as he enrolls each successive semester.



**4. Emancipated Minor:** An emancipated minor may be considered as an adult in determining residence, provided satisfactory evidence is presented that neither of his parents, if living, contribute to his support nor claim him as a dependent for federal or state income tax purposes.

In the event that the fact of emancipation is established, the emancipated minor assumes all of the responsibilities of an adult to establish residence for tuition and fee purposes. Proof must be provided that emancipation was not achieved primarily for the purpose of establishing residence for attendance at an institution of higher education.

**5. Students Eighteen Years of Age or Over:** A student eighteen years of age or over may be classified as a resident if (1) the parents were domiciled in the state at the time the student reached majority and such student has not acquired domicile in another state, or (2) while an adult the student has established a bona fide domicile in the State of West Virginia. Bona fide domicile in West Virginia means that the student must not be in the state primarily to attend an educational institution and he must be in the state for purposes other than to attempt to qualify for resident status.

Any non-resident student who reaches the age of eighteen years while a student at any educational institution in West Virginia does not by virtue of such fact alone attain residence in this state for admission or tuition and fee payment purposes.

A student who is properly classified as a resident at the time that he reaches the age of eighteen shall continue to be classified as a resident as long as he enrolls each successive semester and does not establish a domicile, or legal residence in another state.





**6. Change of Residence:** An adult student who has been classified as an out-of-state resident and who seeks resident status in West Virginia must assume the burden of proving conclusively that he has established domicile in West Virginia with the intention of making his permanent home in this state. The intent to remain definitely in West Virginia is evidenced not only by a person's statements but also by his actions. The designated institutional officer in making his determination shall consider such actions as, but not limited to, the purchase of a West Virginia home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering to vote in West Virginia and the actual exercise of such right, registering of motor vehicles in West Virginia and possessing a valid West Virginia driver's license. Additional items of lesser importance include transferring or establishing local church membership, involvement in local community activities, affiliation with local social, civic, fraternal or service organizations, and various other acts which may give evidence of intent to remain indefinitely within the state. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against a change in residence classification may include such considerations as the fact that the student is not self-supporting, that he is carried as a dependent on his parents' federal or state income tax returns or his parents' health insurance policy, and that he customarily does not remain in the state when school is not in session.

**7. Marriage.** The residence of a married person is determined by the same rules of domicile which would apply if he or she were not married.

**8. Military.** An individual who is on active military service or an employee of the federal government may be classified as a resident for the purpose of payment of tuition and fees provided that he established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and is at no time while in federal service claimed, or established a domicile in another state. Sworn statements attesting to these conditions may be required. The wife and dependent children of such individuals shall also be classified as residents of the state of West Virginia for tuition and fee purposes. Persons assigned to full-time active military service and residing in West Virginia may be classified as in-state residents for tuition and fee purposes after twelve months continuous location in the state.

**9. Aliens:** An alien in the United States on a resident visa, or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia may be eligible for resident classification, provided he is in the state for purposes other than to attempt to qualify for residency status as a student.

**10. Local Requirements:** Among the factors necessary for consideration of a West Virginia Resident for tuition purposes, Shepherd College requires that a driver's license, voter registration card and other credentials be obtained *prior* to enrollment at Shepherd College.

**11. Local Appeal Process:** After the Registrar has rendered a written decision regarding residency for tuition and fee purposes, a student may appeal the decision in writing in not less than ten (10) days nor more than thirty (30) days immediately following the Registrar's decision to the Residency Appeals Committee at Shepherd College. Proceedings of the Residency Appeals Committee shall be taped and available to the President. After a written decision is rendered by the Residency Appeals Committee a copy shall be given to the student, a copy shall be prepared by the President; and a third copy shall be placed in the student's folder in the office of the Registrar.

If a student wishes to appeal the decision of the Residency Appeals Committee, the student shall notify the President in writing in not less than ten (10) days nor more than thirty (30) days after notification from the Residency Appeals Committee.

Proceedings of the appeal with the President shall be taped and available to the West Virginia Board of Regents. After a written decision is rendered by the President, a copy shall be given to the student and a second copy shall be placed in the student's folder in the Office of the Registrar.

**12. Board of Regents Appeal Process:** The decision of the President of the institution may be appealed in writing with supporting documentation to the West Virginia Board of Regents. The appeal will be received by the Board of Regents Committee on Appeals.



## SECTION III

# STUDENT LIFE

The Student Affairs Staff at Shepherd College is employed to enrich student life and to help students reach their educational objectives. Academic assistance in various forms is provided through the Student Affairs Staff. Counselors assist students by helping them select an appropriate major, plan a career, or solve personal/social problems. Students having difficulty with academic classwork may receive help from a Student Affairs Specialist in Reading or Study Skills. Many students receive help with difficult subjects from student tutors arranged for by a Student Affairs Counselor.

The Student Affairs Staff also provides for the physical needs and comforts of the student who lives on campus. To this end, the Student Affairs Office is in charge of housing, food service, health services, and campus security. It provides for organized parking and regulates the operation of vehicles on campus.

To help students meet their financial obligations and needs, a member of the Student Affairs Staff, namely the Director of Financial Aid, administers college scholarships, grants, loans, and on-campus student employment.

Programs and activities coordinated by the Student Affairs Staff range from social-recreational programs to creative arts lecture forum-type programs. In addition there are intramural programs in which all students are invited to participate. Student program boards plan many of the social-recreational activities. Any student in good academic standing is welcome to serve on these boards. The programs and resources of the College Center are under the able administration of a Center Director who is a member of the Student Affairs Staff.

As tradition would have it, certain events coordinated by the Student Affairs Staff highlight the campus calendar annually. These would include Homecoming, Parents' Day, Winter Carnival, Student Recognition Day, and Spring Weekend.

Thus, from Orientation Days at the time of enrollment to job placement following graduation, the Student Affairs Staff provides assistance as needed to Shepherd students.

## SERVICES ADMINISTERED BY STUDENT AFFAIRS STAFF

### ORIENTATION TO COLLEGE

You've heard people say, "Start off on the right foot and the rest is easy." To help students make a smooth transition from high school to college, Shepherd conducts a two phase orientation program. Phase one consists of a one day spring or summer program which gives new students an opportunity to meet with faculty, discuss their academic program and schedule classes for the fall semester. Phase two of the program is conducted in the fall and is designed to help new students make the adjustment, academically and socially, from high school to college. Because these programs are designed to help students make a satisfactory adjustment to college, all new students accepted for admission in the fall semester are expected to attend. Dates for the spring or summer program are announced to newly admitted students early in the spring.



## STUDENT DEVELOPMENT PROGRAM

The Dean of Student Affairs employs a Student Development Staff to help students make the most of their opportunities to develop personally, socially and intellectually. One of the primary concerns of the staff is that of helping students adjust to the total college environment. Services offered by this department are counseling, testing and placement services along with academic assistance through the federally funded Student Special Services. The staff also provides special assistance to handicapped students.

Professionally qualified counselors are part of this staff. They are eager to work with students who have concerns in the personal-social, career-vocational, or academic areas. Confidential treatment of things the student feels are "personal" is the byword in the Student Development Center. In addition to counseling, this office arranges employment or placement interviews for graduating seniors or alumni in teaching and non-teaching fields. Representatives of business, industry, government, and boards of education are invited to the campus for the purpose of recruiting Shepherd graduates. An up-to-date listing of off-campus part-time jobs is available in this office.

Student Special Services is designed to assist college students through reading/study skills development, counseling and tutoring. Through a qualified reading/study skills specialist, students may improve their reading skills and develop effective study habits. A professionally trained counselor assists students with any academic, personal and/or vocational concerns they encounter. Student tutors, competent in their fields, offer academic assistance free of charge to students having difficulty in a particular class. Students are encouraged to enroll in the program early in the year so that they may receive effective assistance.

## HOUSING PROGRAMS AND SERVICES

At Shepherd College, residence hall life is considered an important part of the educational program. It is our hope that dorm life will provide opportunities for educational growth and development in areas related to formal studies. Thus, all single students not commuting from home, regardless of age, are required to live in a college residence hall. In the event space is not available in a residence hall, exceptions will be made with the following priority: 1) In cases where it appears that a student will suffer a significant hardship because of medical, or other good reasons shown; 2) in cases of older students, as, for example, returning military veterans and previously married students; 3) seniors; 4) juniors; and 5) sophomores.

Activities, programs and counseling services are planned and carried out for the benefit of residents, providing them with opportunities to learn to live happily and comfortably within groups. A major value of the experience is learning to live in such a manner as not to infringe upon the rights of others and to this end the residence halls have specific standards developed by the staff and residents to assist in group living and citizenship education.

By accepting a room reservation in a residence hall, students agree that they will follow the rules and regulations found in the Residence Hall Manuals and the Student Handbook and will not conduct themselves in any way that will infringe upon the rights and privileges of other individuals or the group.

Rooms are furnished with single beds, dressers, chests, desks and chairs. Students supply linens (a rental plan is available) pillows, blankets, bedspread, mattress covers, rugs, and accessories to suit their tastes.

The college is not responsible for the personal property of students in a residence hall. Normally, all personal property is removed when a student withdraws but in unusual circumstances the college will keep personal property for two weeks. Any property left two weeks after a student has withdrawn will be discarded.



## FOOD SERVICES

To provide for the eating pleasure and nutritional needs of students the College operates a well-equipped Dining Hall. This facility is catered by an outstanding national food catering service. The Dining Hall is conveniently located on Residence Hall Circle between Kenamond and Turner Halls. Off-campus students may take advantage of the College food service by either purchasing a meal ticket from the College Business Office or by paying for meals at the time they are purchased. All Residence Hall students are required to purchase meal tickets. Food is served cafeteria style.

## HEALTH SERVICES

The Shepherd College Student Health Center is located on the ground floor in the west wing of Gardiner Residence Hall. It is equipped with medical and surgical instruments for the examination, diagnosis, and treatment of minor medical conditions.

In addition to an infirmary with accommodations for bed patients, it has a waiting area, an office, and treatment rooms.

The Student Health Center staff consists of registered nurses and an affiliated physician.

After being admitted, all new students, including transfers, must file a Student Health Record with the Director of Admissions. The Director of Admissions will provide the form to be used.

Shepherd College will not assume financial responsibility for medical treatment beyond the regular services of the college nurse and physician. In case of serious illness, the student may be hospitalized in nearby Martinsburg, or families may be requested to take the student home to their family physician. A health insurance plan is available to students. Questions about this plan and its cost should be directed to the Student Affairs Office.

Special health services are available to veterans at the Veterans Administration Center, Martinsburg, West Virginia.

# PROGRAMS AND ACTIVITIES

## CREATIVE ARTS LECTURE-FORUM SERIES

Shepherd College and the Jefferson County Arts Council cooperatively plan a full range of creative arts and lecture-forum programs. Internationally known performers in the arts, leading scholars, and other prominent specialists are brought to the campus each year. Students and faculty members also contribute to the creative arts programs of the campus. Student-faculty art exhibits, recitals, concerts, and plays are all an important part of campus life. As a result of this cooperative effort interesting and enjoyable programs are held each year for the benefit of students and community.

## THE COLLEGE CENTER AND ITS PROGRAMS

Perhaps the most popular social and recreational spot on campus is the College Center. This Center is not just a building; it is also an organization and a program. Together they represent a well considered plan for community life on campus. Through various boards, committees and staff, the Center provides cultural, social, and recreational programs aimed at supplementing the campus instructional program.

What specifically does the College Center offer? It is the location of a cafeteria/snack bar known as the Ram's Den. It also has a Pub Lounge, a bookstore and gift shop, numerous recreation areas, a ballroom and a variety of offices.

The recreation rooms include: 1) eight bowling lanes; 2) a large activity room with card tables, pool tables, table tennis, etc.; 3) a ballroom for movies, large meetings, dances and parties; and 4) several rooms available for relaxation, study and "rapping" with fellow students.





The College Center has meeting rooms and numerous offices available which are used by recognized campus organizations, the Student Government Association, the College Center Board, the college newspaper and yearbook staff, the Center Director, the Veterans' Advisor and the Counseling Staff.

The Center Board is the campus committee responsible for planning social functions such as dances, movies, coffee house acts, tournaments and special events which take place throughout the year. The movies scheduled are among the latest released for distribution to college audiences by the distributors.

When dances and movies are held in the College Center, admission is open to Shepherd students, their dates and guests. Students must show valid I.D. cards. Guests must show valid identification such as drivers licenses.

Tournaments are often held in the College Center. Many of these are initiated at the residence hall level with play-offs taking place in the College Center.

Special annual events include Homecoming Weekend, Parents Weekend, Spring Weekend, the Founders Day Ball, Winter Carnival, and Arts and Crafts Festival. As you can readily see, the College Center is a focal point for activities at Shepherd College. However, the success for all activities depends largely upon student ideas, planning, hard work, cooperation and participation.

## RELIGIOUS LIFE

Shepherd College is committed to an ethical approach to living and the values implicit in religion. Shepherdstown has seven churches: Baptist, Episcopal, Lutheran, Methodist, Presbyterian, Reformed and Roman Catholic. Synagogues and churches of other denominations are located in nearby communities.

Various religious groups sponsor recognized campus organizations which offer many opportunities for spiritual fellowship. These organizations sponsor rap sessions, study groups, coffee houses and other similar activities. Opportunities for religious counseling are provided by campus chaplains. These are ministers from local churches who serve campus students on an informal basis and who encourage students to participate in local church activities. At times outstanding leaders in the field of religion are invited to speak at student convocations.

## ATHLETICS

Intramural Sports — Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation throughout the school year. Coed activities in many sports and recreational activities are sponsored. Handicapped students with special interests should let these be known to the director of the intramural program in order that appropriate activities may be scheduled.

Intercollegiate Athletics — Shepherd College sponsors teams in football, basketball, baseball, swimming, golf, and tennis. Separate teams are sponsored for women in volleyball, swimming, basketball, softball, and tennis. Shepherd College is a member of the WVIAC and NAIA.

Women's Recreation Association — The WRA offers a variety of intramural activities to every woman student at Shepherd College; promotes interest, participation and service in WRA events; and encourages sportsmanlike conduct and good fellowship. These goals are achieved through numerous intramural activities, interest groups, sports days and clinics both at home and at neighboring colleges and universities.

## SOCIAL POLICY

The staff at Shepherd College assumes that students enroll with a sincere desire to become better educated individuals and to prepare themselves for useful, productive lives.

The aim of the College is to lead students to cultivate habits of study, application, self-control, a high sense of honor, truthfulness and an interest in maintaining moral atmosphere. Those who are not disposed to support heartily a sentiment of this kind should not apply for admission. The college reserves the right to take appropriate action, including separation from the college, for violations of accepted standards.

All students are expected to observe standards of good taste at all times. All students are expected to be familiar with and be governed by the regulations found in the Student Handbook which has the inherent authority of the Catalog and the College.

## MISCELLANEOUS STUDENT PERSONNEL POLICIES

### MOTOR VEHICLE REGISTRATION

Students who are eligible to have and operate motor vehicles must register all motor vehicles operated or parked on the college campus. The registration fee does not guarantee a parking space and it is the responsibility of the operator of a vehicle to find a legal parking space on or off campus.

### IDENTIFICATION CARDS

All students are furnished with an identification card. Students who pay a activity fee and an athletic fee may use this card for admission to athletic and other college events. Students who do not pay these fees will be charged for admission to such campus activities. Students are required to carry this card at all times. Refusal to show an I.D. card to college officials when requested to do so is a violation of college policy. Lost cards may be replaced by paying a \$2.00 replacement fee. Identification cards are the property of Shepherd College and are loaned to students for their use while attending Shepherd. They are to be surrendered to the Dean of Student Affairs upon withdrawal, transfer, or graduation.



## SECTION IV

# EXPENSES AND FINANCIAL ASSISTANCE

## TUITION AND FEES

### PAYMENT

The regulations of the West Virginia Board of Regents stipulate that: "No financial credit of any type shall be extended to any individual, either student or other, at any state college or institution. All colleges and institutions shall operate strictly on a cash basis with all payments and obligations being collected in advance. All tuition and fees must be collected in full for each semester on enrollment (registration) day."

If payment is made by check, registration will be considered incomplete until the check covering the required fees has cleared the bank on which it was written. The cashier will accept cash, money orders or approved personal checks written for the exact amount of the obligation. All checks must be payable to Shepherd College and third party checks will not be accepted. The student's registration may be cancelled when payment is made by a check which is dishonored by the bank. If the returned check is in payment of tuition and fees, the business office will be required to declare the fees unpaid and registration cancelled. The return of a check for any reason constitutes late registration and the applicable late registration fee shall be assessed. In such case the student may be reinstated upon redemption of the unpaid check, payment of the \$5.00 handling charge and payment of the applicable late fee of \$10.00. The returned check handling fee of \$5.00 will be collected for each check returned unpaid by the bank upon which it is drawn unless the drawer can obtain an admission of error from the bank.

All student charges are payable at the time of registration for each semester. Any outstanding and unpaid financial obligation to the college can result in withholding the student's grades, transcript of credits, diploma and official reports. Students will not be permitted to attend classes until registration has been completed. Students in debt to the college from a previous semester or term will not be permitted to enroll until all obligations are paid.

Student employees will be required to pay tuition and fees at the same time as other students. The student employee will receive monthly paychecks from the State of West Virginia for work performed during the previous month. *All fees and expenses are subject to change without prior notice.*

### ENROLLMENT FEES PER SEMESTER

#### West Virginia Students

2 Hours or more (Full-Time)	\$183.00	6 Hours	\$ 58.00
1 Hours	171.00	5 Hours	49.00
0 Hours	159.00	4 Hours	40.00
9 Hours	147.00	3 Hours	30.00
8 Hours	135.00	2 Hours	21.00
7 Hours	122.00	1 Hour	12.00

#### Out of State Students

2 Hours or more (Full-Time)	\$653.00	6 Hours	\$293.00
1 Hours	602.00	5 Hours	245.00
0 Hours	550.00	4 Hours	196.00
9 Hours	499.00	3 Hours	148.00
8 Hours	448.00	2 Hours	100.00
7 Hours	397.00	1 Hour	51.00



**West Virginia Students Enrolled in South Branch Valley****(Counties of Grant, Hampshire, Hardy, Mineral and Pendleton)**

12 Hours or more (Full-Time)	\$113.00	6 Hours	\$ 58.00
11 Hours	104.00	5 Hours	49.00
10 Hours	95.00	4 Hours	40.00
9 Hours	85.00	3 Hours	30.00
8 Hours	76.00	2 Hours	21.00
7 Hours	67.00	1 Hour	12.00

**Out of State Students Enrolled in South Branch Valley****(Counties of Grant, Hampshire, Hardy, Mineral and Pendleton)**

12 Hours or more (Full-Time)	\$583.00	6 Hours	\$293.00
11 Hours	535.00	5 Hours	245.00
10 Hours	486.00	4 Hours	196.00
9 Hours	438.00	3 Hours	148.00
8 Hours	390.00	2 Hours	100.00
7 Hours	341.00	1 Hour	51.00

**Audit Fees Per Semester**

Enrollment fees for students enrolled in courses for audit (without credit) are the same as if credit were given.

**Extra Curricular Fees**

Students enrolled for less than 7 credit hours have the option of paying the student activity and/or athletic fees in full and participating in these institutional programs. The basic charges are \$16.00 for the student activity fee and \$17.00 for the athletic fee per semester, respectively.

**EXPLANATION AS TO USE OF ENROLLMENT FEES**

	<b>West Virginia Students (Full-Time Rate)</b>	<b>Out-of-State Students (Full-Time Rate)</b>
Tuition Fee: Restricted for state-wide capital improvement purposes by West Virginia Statute	\$ 25.00	\$175.00
Registration Fee: Restricted for state-wide capital improvement purposes by West Virginia Statute	50.00	250.00
Higher Education Resource Fee: Directly deposited to the general revenue fund of the State	35.00	155.00
Intercollegiate Athletic Fee: Restricted to defray expenses associated with the College's inter-collegiate athletic program	17.00	17.00
Student Activity Fee: Restricted to defray expenses associated with the College's student activity programs with recommendations through the Student Government Association	16.00	16.00
Medical Fee: Restricted to defray expenses associated with the College's Health Center	5.00	5.00
Student Union Fee: Restricted to defray building and other expenses associated with the Shepherd College Center	35.00	35.00
<b>TOTAL</b>	<b>\$183.00</b>	<b>\$653.00</b>

**REFUND POLICY**

Students who withdraw in accordance with College procedures may receive refund of tuition and fees in accordance with the schedule outlined below. Refunds are determined from the first day of the school term, which officially begins with Orientation and Registration Days. The official withdrawal date is certified by the

Registrar. Refund checks are issued through the State Treasury and receipt of a refund may take up to six weeks depending upon the date of withdrawal.

### Regular Session

During first and second weeks	90%
During third and fourth weeks	70%
During fifth and sixth weeks	50%
Beginning with seventh week	No Refund

### Summer Terms

During first and second class days	90%
During third and fourth class days	70%
During fifth and sixth class days	50%
Beginning seventh class day	No Refund

### SPECIAL FEES

American College Testing Program (ACT)	\$ 7.50
College Level Examination Program (CLEP)	20.00
Graduate Record Examination	13.00
Graduation	12.00
Identification Card Replacement	2.00
State Registration	10.00
National Teachers Examination	26.00
Orientation	5.00
Parking — per year, per vehicle (Day)	3.00
Parking — per year, per vehicle (Night)	1.00
Regents Bachelor of Arts (RBA) Evaluation	50.00
Returned Check Handling	5.00
Special Examination for course credit	3.00
Transcripts — after first transcript	2.00

All special fees are subject to change without prior notice.

## ROOM AND BOARD

### PAYMENT

Room and board charges plus three percent West Virginia Sales Tax must be paid in full at the time of registration. Private dormitory room rentals are subject to room availability and authorization of Dean of Student Affairs. Private room cost is one and one-half times the double room rate. Students residing in dormitory rooms with occupancies greater than designed capacity will be refunded \$45.00 per semester. If the crowded room conditions are for less than an entire semester, refunds will be pro-rated on a weekly basis. Once a room has been occupied, the student is liable for rent for the entire semester or summer term. In accordance with the residence hall contract no room rent will be refunded when a student withdraws from college. Students absent from the campus seven or more consecutive days because of illness or other excusable reason will not be charged for meals, but no reduction will be made from room rental during the absence. Board payment will be refunded beginning the next full week following the date of withdrawal from the college. All room deposits and board refunds must be authorized by the Dean of Student Affairs.

For new freshmen and transfers, notice of cancellation of room reservation must be received in the Office of Admissions by June 1 for the first semester or in the Office of Student Affairs by November 1 for the second semester. For continuing students, notice of cancellation of room reservation must be received in the Office of Student Affairs by June 1 for the first semester and by November 1 for the second semester. Failure to meet this deadline will result in forfeiture of the room deposit.

**ROOM AND BOARD RATES REGULAR SESSION (Per Semester)**

Boteler, Gardiner, Kenamond & Turner Halls (Room & Board)	\$660.00
Miller, Shaw & Thatcher Halls (Room & Board)	690.00
Board Only (19 meals per week)	412.00
Room Deposit — Refundable	25.00

**ROOM AND BOARD RATES SUMMER TERMS 1980 (Per Term)**

Shaw and Thatcher Halls (Room & Board)	240.00
Board Only (19 meals per week)	150.00

Room and Board rates are subject to change. All charges listed above exclude West Virginia Sales Tax.

**EDUCATIONAL COSTS PAYABLE AT REGISTRATION (Per Semester)**

	<b>West Virginia Students (Full-Time Rate)</b>	<b>Out-of-State Students (Full-Time Rate)</b>
Tuition and Fees	\$183.00	\$ 653.00
Room and Board*	675.68	675.68
Total	\$858.68	\$1,328.68

\*Room and Board costs detailed here include West Virginia sales tax. The rates used in this illustration are for Boteler, Gardiner, Kenamond and Turner Halls. Shaw and Thatcher Halls are air-conditioned, and the rates are \$30.00 additional.

In addition to the costs listed above, students should expect books and supplies expenses of approximately \$175.00, personal expenses of \$450.00 and transportation expenses of \$100.00 per semester. These costs are only estimates and will vary among students. More detailed information is available through the Financial Aid Office.

**REDUCED TUITION OUT-OF-STATE ACADEMIC PROGRAMS AVAILABLE TO WEST VIRGINIA RESIDENTS**

West Virginia provides for its residents who wish to pursue academic programs not available within the State through the Academic Common Market and through contract programs. Both programs provide for West Virginians to enter out-of-state institutions at reduced tuition rates. Contract programs have been established in study in veterinary medicine, optometry, architecture, and podiatry; the Academic Common Market provides access to numerous graduate programs. The programs are restricted to West Virginia residents who have been accepted for admission to one of the specific programs at designated out-of-state institutions. Further information may be obtained through the West Virginia Board of Regents in Charleston.



# **FINANCIAL ASSISTANCE**

## **PHILOSOPHY OF FINANCIAL AID**

### **WHAT IS FINANCIAL AID AND WHO IS ELIGIBLE**

Financial aid is money made available to assist students with college expenses. At Shepherd College over 90% of our financial aid is awarded to students who have, through application, shown that they have need of additional money in order to meet college expenses. The remainder of the money is scholarships awarded to students with special skills or excellent academic records.

Financial need is the difference between the cost of education and the amount that the student and his family can afford to pay. To determine a student's financial need, Shepherd College uses a document known as the Financial Aid Form (FAF) published by the College Scholarship Service to obtain the financial data of the family.

### **STUDENTS ENROLLED IN SOUTH BRANCH VALLEY**

It should be noted that students who attend classes in the South Branch Valley or other off-campus locations are eligible to apply for financial aid so long as they are enrolled as at least half-time students in a degree granting program and are permanent residents of the United States. Being eligible to apply does not guarantee eligibility for assistance, but students should make application or inquiry.

### **WHAT TYPES OF FINANCIAL AID ARE AVAILABLE?**

Financial aid comes in three types: 1) Grants — financial aid which is given and does not have to be repaid. Scholarships are similar to grants in that they do not have to be repaid, but usually carry additional requirements such as high academic achievement or special skills. 2) Loans — financial assistance which is borrowed and must be repaid. 3) Work — employment programs through which the student earns money to help meet educational expenses. The following types of financial aid are available directly from Shepherd College.

## **GRANTS**

### **SCHOLARSHIPS**

Scholarships are awarded to students who have demonstrated academic excellence in high school or college. Entering freshmen who have maintained at least a "B" (3.00) average, who have been graduated in the upper 1/3 of their graduating class and who have attained a composite score of twenty-one (21) or better on the American College Test (ACT) in high school will be considered. Returning students and transfers will be considered if they have at least a 3.00 college average. In addition, the number of credit hours taken and completed is another consideration in selection. It is further required that a scholarship recipient enroll as a full-time student. A complete list of scholarships can be found below. It should be noted that most scholarships for out-of-state students are few in number and small in amount. Scholarship recipients are selected according to the above criteria (unless otherwise noted in the following descriptions) by the Shepherd College Scholarship and Financial Aid Committee.

### **RAYMOND BABY SCHOLARSHIP**

This academic award was established to assist a freshman student from Washington County, Maryland. Scholarships range from \$100 to \$200 per year and one or two are awarded each year.

### **HAZEL BARNES MEMORIAL FUND**

Established in 1964 to commemorate Hazel Barnes' devotion and long service as a teacher to the Marlowe community, this \$100 scholarship is to be awarded to an entering freshman from the Falling Waters District of Berkeley County, West Virginia. At least one scholarship is available annually.

### **SHIRLEY COOPER MEMORIAL SCHOLARSHIPS**

Established in memory of Dr. Shirley A. Cooper, an alumnus of the Class of 1927, by the members of the American Association of School Administrators in appreciation of the outstanding contributions of their Associate Executive Secretary to public education. Preference for this scholarship is given to students from Tucker County, West Virginia. If a student from Tucker County is not available, other West Virginia students will be considered. At least two scholarships ranging in value from \$200 to \$400 can be awarded annually.

### **DR. SARA HELEN CREE SCHOLARSHIP**

Established in honor of Sara Helen Cree, Professor Emeritus of Physical Education, this \$100 scholarship has been provided to annually assist one upperclass woman and one upperclass man recommended by the faculty of the Health and Physical Education Division.

### **DISTRICT #6 SCHOLARSHIP FUND FOR NURSES**

Two \$100 scholarships established by the District #6 Nurses' Association of the West Virginia Nurses' Association to be awarded to a freshman and an upper-class nursing student from the seven Eastern Panhandle counties of West Virginia.

### **ALICE FRANK MEMORIAL MUSIC SCHOLARSHIP**

Established in memory of Alice Frank, wife of Dr. Guy Frank, Chairman of the Division of Creative Arts at Shepherd College, this scholarship has been provided to assist a student, majoring in music, and nominated by the Music Department of Shepherd College.

### **RAY E. HARRIS SCHOLARSHIP**

Established in honor of Ray E. Harris, Professor Emeritus of Biology and former chairman of the Division of Science and Mathematics, this \$150-\$200 scholarship has been established to assist deserving students who are enrolled in or plan to attend Shepherd College.

### **CAPTAIN CHARLES N.G. HENDRIX MEMORIAL SCHOLARSHIP**

Established in honor of Captain Charles N.G. Hendrix, U.S.N. (Ret.), this award is made to a student who plans to major in pre-medicine or some related field of research. Students will be nominated by their high school principals and preference will be given to residents of Jefferson and Berkeley Counties, West Virginia.

### **ELISE HOCH MEMORIAL MUSIC SCHOLARSHIP**

Established in memory of Elise Hoch, mother of Dr. Hans Hoch, of Shepherdstown, this scholarship has been provided to assist a student, majoring in music, and nominated by the Music Department of Shepherd College.

### **DR. J.O. KNOTT SCHOLARSHIP**

This scholarship was established to assist students majoring in pre-theological studies.

### **HENRY W. MILLER, JR., SCHOLARSHIP**

This fund enables the award of several \$500 freshman scholarships each year to students who enroll at Shepherd College from high schools in the Eastern Panhandle of West Virginia. Recipients will be selected from nominees submitted

by high school personnel and awards will be on the basis of excellence in high school scholarship, leadership, citizenship and service.

#### **A.C. NERHOOD MEMORIAL SCHOLARSHIP**

Established in memory of Mr. Albert C. Nerhood, preference for this \$150 scholarship is given to freshmen students from Jefferson County, West Virginia.

#### **LT. GILBERT E. PERRY, JR., SCHOLARSHIP**

This award is to be made to students with the order of preference being: 1) a Harpers Ferry District resident, 2) a resident of Jefferson County, or 3) a West Virginia resident. Two \$300 scholarships will be available each year.

#### **DARRELL REEDER BIOLOGY SCHOLARSHIP**

This scholarship was awarded in memory of Darrell Reeder, a former student at Shepherd College and a resident of Berkeley Springs, West Virginia. The \$300 award is to be made to a student majoring in biology based upon the recommendation of the Division of Science and Mathematics.

#### **LEEDS K. RILEY SCHOLARSHIP**

This fund will enable the Shepherd College Scholarship and Financial Aid Committee to award an annual \$300 freshman scholarship to a graduate of Jefferson High School (Jefferson County, West Virginia) who enrolls at Shepherd College. The recipient will be selected by the Committee from two or more persons nominated by the high school principal. Awards will be made on the basis of a respectable high school record in citizenship and academic achievement.

#### **JOHN DAVID RUSSELL MEMORIAL SCHOLARSHIP FUND**

This scholarship was established in 1978 in memory of John David Russell, an alumnus and outstanding basketball player at Shepherd College. The award is made upon the recommendation of the basketball coach.

#### **DR. RUTH SCARBOROUGH SCHOLARSHIP**

Established in honor of Dr. Ruth Scarborough, Professor Emeritus of History. This scholarship has been provided to assist deserving students in history and the social sciences who are enrolled in or who plan to attend Shepherd College.

#### **SHANNONDALE WOMAN'S CLUB SCHOLARSHIP**

Established in 1975 by the Shannondale Woman's Club, this award is designated to assist a needy West Virginia student.

#### **SHEPHERD COLLEGE SCHOLARSHIPS**

The West Virginia Board of Regents has authorized Shepherd College to grant a number of scholarships each academic year covering tuition and registration fees to be based upon scholarship, personality and economic status. In addition to the general criteria noted above, entering freshmen must be in the top 10% of their high school graduating class and have a 25 or better ACT composite score. The number of Shepherd College Scholarships available to out-of-state students is limited.

#### **SHEPHERD COLLEGE FOUNDATION SCHOLARSHIP**

This award is made available to in-state and out-of-state students from the earnings of undesignated contributions to the Shepherd College Foundation.

#### **STORER COLLEGE ALUMNI MEMORIAL SCHOLARSHIP**

An annual scholarship to be awarded to a man or woman student. Candidate must have attained sophomore standing, have a 2.5 average, good personal qualifications, and acute financial need.



## **ELLA MAY TURNER MEMORIAL SCHOLARSHIPS**

The late Miss Ella May Turner, Professor of English at Shepherd College, provided for the establishment of a trust fund (to be administered by the Old National Bank, Martinsburg, West Virginia). The income from this fund is used annually to provide \$50 scholarships for outstanding young men and women to attend Shepherd College.

## **GEORGE C. WHITE SCHOLARSHIP**

This scholarship will be awarded to a student majoring in music, based upon the recommendation of the Music Department faculty.

## **ORGANIZATIONAL AND ALUMNI SCHOLARSHIPS**

Mr. and Mrs. Ralph G. Burkhart Scholarship, P.S. Scholarship, Hazel Hendricks Scholarship Fund, Vera Malton Scholarship Fund.

## **SHEPHERD COLLEGE FOUNDATION MEMORIAL FUND**

The Financial Aid Office administers a number of memorial funds given to the Shepherd College Foundation by alumni and friends. The memorials include Stewart E. Arnold, Dr. I.O. Ash, Agnes Burnes, Irene F. Cohen, Ira Combs, Anna Hil Egle, Marjorie Folk Eutsler, Attorney George B. Folk, Mabel H. Gardiner, James A. Hafer, Delberta Harris, John W. Headlee, Warren B. Horner, Edith Ikenberry, Dr. Oliver S. Ikenberry, A.D. Kenamond, Dr. John E. Knipe, Kenneth Knode, Katherine Roberts Laise, P.H. and D.H. Lowry, Paxton Marshall, Clifford A. Parker, Isabelle Pfiffer, Dr. Curtis G. Power, Oscar D. Reeler, Jr., Jesse Riggleman, Janet Yvonne Riley, Arthur Slonaker, Louise Smith, Mary F. and Donald L. Smith, Veta Lee Smith, Dr. William Speg, Harry J. Stuckey, William R. Thacher, Dr. Edward Thomas, Hyman Viener, Dr. W.H.S. White, Lorraine Wilt and Bruce Wolford.

## **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS \***

These funds are established by the Federal Government to enable exceptionally needy students to attend college. Grants may range from \$200 to \$1500 per year depending upon the need of the applicant.

## **FEDERAL NURSING GRANT PROGRAM \***

This program is made available by the Federal Government to students pursuing an Associate of Science Degree in Nursing. Nursing Grant recipients are also eligible to participate in those additional sources of aid listed in this brochure. At the present time legislative continuation of this program is not clear. There is a possibility that it may be cancelled, in which case applicants would be considered for other grants.

## **LOANS**

### **NATIONAL DIRECT STUDENT LOANS \***

This fund is made possible through the Federal Government National Direct Loan Act in cooperation with the college. Any full-time student in good standing or a prospective student who has been granted admission to the college and who can show need for a loan is eligible.

### **FEDERAL NURSING STUDENT LOAN \***

This loan is made possible through the Federal Government Nursing Training Act in cooperation with Shepherd College. Students pursuing a half-time course of study in Nursing are considered eligible borrowers under this program. At the present time legislative continuation of this program is not clear. There is a possibility that it may be cancelled, in which case a nursing student could then receive a National Direct Student Loan.

## WORK

### COLLEGE WORK-STUDY\*

This fund was established by the Federal Government and the college in order to provide employment for students. The Financial Aid Office administers the student assistantship program and serves as a clearing house for students seeking employment and for those persons seeking the services of students. Students are permitted to work on- or off-campus, usually twenty-five (25) hours per month. Students working on campus are all paid the same hourly rate (currently \$2.90/hour). If a student is awarded and accepts work assistance, it is expected that he/she will work.

### INSTITUTIONAL EMPLOYMENT

This is a program of employment provided by Shepherd College to those students who are not eligible for the College Work-Study Program. It is necessary that interested students apply for financial aid so that it can be determined that they do not qualify for the College Work-Study Program. Jobs are awarded on a first-come-first-serve basis and as funds are available. The wage rate for on campus work is the same for all students (currently \$2.90/hour).

## ADDITIONAL SOURCES OF AID

Below are listed a number of additional sources of financial aid. These sources require separate applications in addition to the Shepherd College Financial Aid and Scholarship Application. High school students, please contact your guidance counselor regarding these sources or feel free to request more information from the college.

**BASIC EDUCATIONAL OPPORTUNITY GRANT.** This program is federally funded to provide a basic amount of aid to those who need it. In order to qualify for this program a student: 1) must have established financial need by means of an approved application; 2) must be enrolled in an undergraduate course of study and have not previously received a Bachelor's degree from any institution; 3) must be enrolled on at least a half-time basis in an eligible program; and 4) must be a U.S. citizen or be in the United States for other than a temporary purpose and intend to become a permanent resident of the Trust Territories of the Pacific Islands.

Basic Grant is applied for by completing a Financial Aid Form (FAF) which may be obtained from the Shepherd Financial Aid Office or your high school guidance counselor. Financial Aid Forms will be available after January 1. The Basic Grant must be applied for each year. *It is expected that all students meeting the criteria above will apply.*

**STATE SCHOLARSHIPS AND GRANTS:** Many states offer state scholarships and grants. In West Virginia, all residents are expected to apply for a State Grant. Applications may be obtained from the Shepherd Financial Aid Office, your high school guidance counselor or by writing to the address below. The West Virginia Grant application also requires submission of a Financial Aid Form, so all West Virginia students are expected to have a copy of their FAF sent to the West Virginia Higher Education Grant Program as well as Shepherd College and Basic Grant.

\* To be eligible to receive assistance through these programs, a student must be a citizen or permanent resident of the United States and have financial need. An applicant must be at least a half-time student, however preference is given to full-time students.

This grant must be applied for each year and is awarded on the basis of need and academic potential as measured by the ACT Test. (Application must be made by March 1.)

Listed below are the names and addresses of State agencies who award scholarships and grants in their respective states. These agencies and programs all require annual applications.

1. West Virginia Higher Education Grant Program  
950 Kanawha Boulevard, East  
Charleston, WV 25301
2. Pennsylvania Higher Education Assistance Agency Grants  
Towne House  
Harrisburg, PA 17102

**GUARANTEED STUDENT LOANS:** Guaranteed Student Loans are somewhat similar to the National Direct Student Loan in terms and repayment. However there is no cancellation feature for teaching. These loans are usually made by a bank and carry a higher interest rate (presently 7%). *Application forms are obtained from the student's local bank.*

If your bank does not participate in this program, contact our office and we may be able to suggest other lenders.

**VOCATIONAL REHABILITATION:** Persons who have physical or mental handicaps or impairments are urged to contact their state department of Vocational Rehabilitation. Vocational Rehabilitation may be able to provide financial assistance to help with educational costs. In addition, they may be able to help with necessary educational aids such as tape recorders, talking books for the blind, reader services, and tutorial services.

The handicapped can and should apply for the other forms of assistance noted in this brochure.

## HOW DO YOU APPLY FOR FINANCIAL AID AT SHEPHERD COLLEGE?

Complete all required admissions forms and be admitted to the college. Action on your financial aid application will not be taken until you have been admitted.

Complete a Shepherd College Financial Aid and Scholarship application. (It is the only type of assistance for which you wish to apply is an Institutional Scholarship, a Financial Aid Form is not necessary).

After January 1, complete a College Scholarship Service Financial Aid Form (FAF).

1. Request that one copy of the FAF be sent to Shepherd College, CSS code #5615.
2. All students applying for assistance other than scholarships, *must apply for a Basic Grant* by requesting that one copy of the FAF be sent to Basic Grant. The FAF serves as the Basic Grant Application and there is no charge for using the FAF when applying for a Basic Grant. Just be certain to properly complete items 83 and 84 and the "Certification and Authorization" on the FAF. Basic Grant will send you a reply known as a Student Eligibility Report. Forward that report to the Shepherd College Financial Aid Office. More information is provided on Basic Grant in the "Additional Sources of Aid" section.
3. West Virginia Residents: Request that a copy of the FAF be sent to the West Virginia Higher Education Grant Program, CSS code #0552.
4. If you are considering other institutions, have a copy of the FAF sent to them. Currently enrolled Shepherd College students are expected to schedule an appointment with the Financial Aid Office.

After we receive and review the information above, it may be necessary for us to request additional information or documentation, in which case we will write to you.



## HOW IS MY ELIGIBILITY FOR FINANCIAL AID MAINTAINED?

A new application for assistance must be submitted each academic year, along with a new Financial Aid Form. In addition, each year an application for Basic Grant must be completed and West Virginia residents must apply for a West Virginia Higher Education Grant. The deadline for priority consideration is March 1. Forms will be available from the Financial Aid Office about January 15 for the following summer session and/or academic year.

A. Students who have received aid will continue to receive aid as long as their academic records are satisfactory, they continue to demonstrate financial need, and the accumulated amount of aid awarded does not exceed statutory maximums. Shepherd College has instituted an academic progress requirement for students who receive federal financial assistance. A complete statement of this policy may be found below.

B. Scholarships are renewed when funds are available and the student is doing well academically.

C. Scholarships awarded by other agencies or organizations will have their own requirements for renewal.

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENT FOR FEDERAL FINANCIAL AID RECIPIENTS

In addition to meeting the standards set forth by the Academic Probation Policy found on page 57 of the 1979-81 *Shepherd College Catalog*, students who received financial aid from any federal source must also meet the following standards of satisfactory academic progress to continue receiving such assistance. The academic progress of a student receiving federal funds will be measured at the end of each two semesters of enrollment in which the student receives financial assistance. To achieve satisfactory academic progress, a student must satisfactorily complete a specific percentage of the total number of hours for which he enrolls during each two-semester period. These percentages are defined as follows:

A student who enrolls full-time for two semesters will be expected to complete 75% of a minimal full-time academic load for that period; a minimal full-time academic load for two semesters enrollment is twenty-four (24) credit hours; hence, a student will be expected to complete at least eighteen (18) credit hours during the two-semester period.

A student who enrolls part-time for two semesters will be expected to complete at least 75% of the hours for which he is enrolled during the two-semester period.

A student who enrolls full-time during one semester and part-time during the second semester of a two-semester period will be expected to complete 75% of the minimal full-time academic load during the semester in which he is enrolled full-time, and 75% of the hours for which he is enrolled during his semester as a part-time student.

A student who receives financial assistance for summer school enrollment will be expected to complete at least 75% of the total number of hours for which he is enrolled in a given summer, regardless of the number of sessions he attends. The total enrollment for a given summer will be computed as a semester's work in evaluating the academic progress of a student during a two-semester period.

If a student fails to meet the requirement for satisfactory progress by failing to complete the required number of hours for any two-semester period, the student must make up his deficiency at his own expense without federally funded assistance. The student's "deficiency" is understood to mean the minimum number of hours necessary to give the student the required total for any two-semester period. These deficiency hours may be taken at Shepherd College or any other institution approved by the Registrar's Office.

If a student chooses to enroll for more than the minimum number of hours required to remove his deficiency, he may do so with the understanding that he is financially responsible for all hours for which he chooses to enroll.

If a student is informed that he must make up deficient hours at his own expense, he has the right to appeal that decision to the Scholarship and Financial Aid Committee of the College, which has the authority to approve appeals and grant exceptions. He should fully understand, however, that it is his responsibility to present documentable evidence justifying his deficiency to the Committee. The Committee will review all such appeals and will inform students of its decision within a reasonable period of time.

### **MORE CLARIFICATION**

More detailed information regarding financial aid — deadline dates, detailed costs, etc. — is provided in the brochure "Shepherd College Financial Aid and Consumer Information." For this brochure, applications, or other inquiries, please write to: Financial Aid Office, Shepherd College, Shepherdstown, West Virginia 25443.



## SECTION V

# ACADEMIC INFORMATION AND REGULATIONS

## GENERAL REQUIREMENTS FOR GRADUATION

**Degrees Conferred:** The Bachelor of Arts degree is conferred upon majors in English, history, psychology, elementary education and secondary education. The Bachelor of Science degree is conferred upon graduates majoring in biology; business administration; chemistry; economics; home economics; hotel-motel restaurant management; mathematics; medical technology; park administration; political science; recreation; sociology; and social welfare. Requirements for Associate degrees and certificate programs are listed under the sponsoring divisional offerings.

No student will be awarded two degrees simultaneously. In order to be awarded a second degree, a student will need to take at least thirty (30) hours of additional credit. For the second degree, the student will follow the catalog most recently issued. Meeting requirements for a teaching certificate for Liberal Arts graduates would not involve conferring an additional degree.

Semester hours and quality points required: For graduation, a minimum of 128 semester hours with 256 quality points is necessary. Of the 128 hours of credit, a minimum of 45 must be earned in courses above the sophomore level. This requirement is waived for majors in elementary education entering in September 1965 and thereafter. For graduation and/or certification the applicant shall have a quality-point ratio of 2.00 (average of C) on all work attempted with the exception of courses with grade of W and P. This policy took effect at the beginning of the 1956 summer session. Work taken prior to June 1956 will be computed in accordance with the regulations in force at the time the work was taken. See the Division of Education for new quality-point requirements in teacher education. For non-teaching degrees, a 2.000 average is required in both major and minor fields. In addition, a 2.000 average is required on all credits attempted at Shepherd College.

**Electives:** Elective courses in the major, minor or teaching field must be approved by the advisor.

**Residence:** At least 32 semester hours of resident study at this college is required before graduation. A majority of these hours must be done in residence during the year of graduation. Students who are candidates for non-teaching degrees must have a minimum of fifteen (15) hours of residence work in their majors. Candidates for the teaching degrees must have a minimum of nine (9) hours of residence credit in their first teaching field and a minimum of six (6) hours credit in their second field prior to admission to the professional block.

The final six (6) hours of work must be completed at this institution unless the candidate is excused by the Committee on Admissions and Credits. **A \$12.00 Graduation Fee and Application for Graduation is required and due according to the dates established in the current academic calendar.** The application is available in the Student Development Center in the College Center.

**Work completed at another institution:** All work taken at another institution which is to be applied to a degree or teaching certificate at Shepherd must be approved in advance.

### Additional requirements:

1. Candidates for graduation are required to attend the commencement exercises for the conferring of degrees unless excused by the President. (Formal graduation exercises are held once a year at the close of the second semester.)
2. All obligations to the college must be paid before commencement.



3. In certain instances additional courses may be required of students for graduation in particular major fields. Students are urged to consult with their academic advisors concerning any such requirements.

4. Candidates in Teacher Education must have NTE scores on record for both the commons and the teaching area. Nonteaching graduates must have a GRE score on record. NOTE: Candidates have the opportunity to register with the College Placement Bureau and file a suitable photograph without charge for the service.

**It is the student's responsibility to check on all requirements and to make inquiry if there is any doubt of his meeting any of them.** A frequent check on requirements as listed in the college catalog, and frequent conferences with an advisor are desirable to make sure that the student is making regular progress. It is well to get required courses completed as soon as possible to prevent conflicts of prescribed subjects during the senior year. A student will have a seven year period to complete requirements under the catalog in effect at the time of entrance. A student may elect to graduate under a later catalog than the one under which he entered; however, he is not permitted to split catalogs.

**Graduation with Honors:** Candidates for degrees who maintain high averages of scholarship are graduated with honors. Honors are determined by the cumulative quality-point average of the student's work at graduation: Highest Honors, "Summa Cum Laude," 3.75 and above; High Honors, "Magna Cum Laude," 3.50 to 3.74; Honors, "Cum Laude," 3.00 to 3.49.

**McMurrin Scholar:** In 1961 the faculty created the award of McMurrin Scholar, which is the highest honor awarded at Shepherd College.

Joseph McMurrin Scholars will consist of those individuals who are enrolled in a major program leading to the four-year baccalaureate degree, and who:

1. Have been presented by the Academic Dean to the Honors Committee as being eligible for scholar, having amassed:
  - a. A minimum of 80 semester hours for which a traditional grade has been given (Pass-Fail, CLEP, Special Examination grades and Veteran's credit do not count).
  - b. A minimum 3.7 quality point average.
2. Have completed two consecutive semesters of study at Shepherd College, exclusive of summer work, for a minimum of 15 credit hours per semester



with the exception of the supervised teaching semester with a minimum of 10 credit hours.

3. Have been selected by the unanimous vote of the staff members of their major division who have sufficient knowledge of them for demonstrating the capacity and inclination to pursue scholarly inquiry.
4. Have subsequently been elected by the unanimous save one vote of their instructors. (Instructors who have not enrolled the candidate in their classes will not vote on that candidate). The voting for such candidates will be by signed ballot. Ballots shall be counted by the Chairman of the Honors Committee.

The elected Scholars are appropriately recognized at a college convocation and the Commencement exercises. Joseph McMurrin Scholars elected during the 1977-78 Academic Year and 1978-79 Academic Year are:

### **JOSEPH McMURRAN SCHOLARS**

**1978-79**

Eugene R. Bartlett  
Todd M. Beard  
Susan L. Besaw  
Janice L. Butcher  
Cathryn A. Cadigan  
Jill A. Cohen  
Diane K. DePew  
Garmel L. Devlin  
Vicky L. Dineen  
Jerri L. Foltz  
Carolyn E. Groves  
Irene M. Harper  
George S. Hoover  
Cynthia J. Hull  
Stephen R. Kershner

Mary R. Kline  
Steven M. Maslanik  
Hope M. McKinney  
Carol L. Munson  
Carolyn S. Pimentel  
Deborah J. Plank  
Matthew P. Ridgeway  
Robin C. Simpers  
Erin A. Stark  
Cindy F. Thomas  
Esther Toan  
Kevin Trostle  
Patti Veitl  
Mike B. Voorhees

### **JOSEPH McMURRAN SCHOLARS**

**1977-78**

Trudy E. Anders  
Barbara G. Ashton  
Debra D. Bain  
Barbara Bennet  
Maria Bigiarelli  
Sally Brown  
Dennis E. Frye  
Debra M. Griffith  
Elizabeth V. Hammond  
Georgiann Hinchcliffe  
Sally Jackson  
Karen H. Johnson  
Cheryl B. Jones  
Edith M. Kirk  
Evelyn Kittredge  
Steve L. Klick  
Leslie A. Koch  
Stephen Krumpke  
Mary K. Laios

Richard E. Magner  
Cynthia L. Mason  
Paula McCoy  
Madelyn McGarvey  
Martha Newton  
Teresa G. Raines  
Becki Sue Reese  
Charles D. Remsberg  
Suellen Sager  
Rae E. Scanlon  
Jennifer Slane  
Anita T. Smith  
Susan B. Snyder  
Rebecca N. Speaks  
James M. Taitt  
Lorrie Terpstra  
Carol J. Twigg  
Joan C. Wilson

## PROGRAM OF GENERAL STUDIES ADOPTED BY THE SHEPHERD COLLEGE FACULTY FOR ALL BACHELORS DEGREES EXCEPT THE REGENTS B.A.

BUSINESS ADMINISTRATION .....	3
12-205 Principles of Economics .....	3
CREATIVE ARTS .....	2
33-103 Introduction to Visual Arts .....	2
32-111 Music Appreciation .....	2
HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY .....	2
41- Physical Education .....	2
LANGUAGES AND LITERATURE .....	1
60-101 and 60-102 Written English .....	6
69-202 Fundamentals of Speech .....	3
61-204 Survey of American Literature .....	3
61-210 or 61-211 Survey of English Literature .....	3
SCIENCE AND MATHEMATICS .....	1
LIFE OR PHYSICAL SCIENCE .....	8
81-101, 81-102 General Biological Science or	
81-208 Plants as Organisms and	
81-209 Animals as Organisms or	
84-103, 84-104 General Physical Science or	
84-103 General Physical Science with 84-105 and 106 Science of	
Hi-Fidelity or	
82-207, 82-208, 82-209, 82-210 General Chemistry or	
82-103, 82-104 Elementary Chemistry or	
83-211, 83-212 General Physics	
MATHEMATICS .....	3
85-215 Introduction to Mathematics or at least three hours from the	
following courses (See degree programs listed elsewhere in this	
catalog to determine if specific courses are required. All of the	
following courses have as a prerequisite: 85-104 Basic Algebra, or	
85-105 College Algebra, or satisfactory placement score.)	
85-106 Trigonometry or	
85-108 Elementary Analysis or	
85-154 Finite Mathematics for Business or	
85-205 Calculus with Applications or	
85-314 Statistics	
SOCIAL SCIENCES .....	
71-101, 71-102, 71-103 History of Civilization	
(Choose two of the above three courses.) .....	6
72-100 Politics and Government or	
72-101 American Federal Government .....	3
73-203 General Sociology .....	3

The General Studies Program is designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

\* Twelve hours of foreign language is required for the non-teaching Bachelor of Arts degree. Requirement will be waived for students presenting three (3) high school units of credit in one language. Six of the twelve required foreign language credits will be waived for students presenting two (2) high school units in one language.



Students who desire college credit for high school language should see the Modern Languages Department.)

Two years of German or French or both are recommended for those students who anticipate going to graduate or professional school.

Electives must be submitted where course requirements are identical in a student's major and minor or teaching fields except that the total required hours including substitutions shall not exceed 128.

Students majoring in Business Administration or Economics will substitute 85-154 Finite Mathematics for Business for 85-215 Introduction to Mathematics. In addition students majoring in Business Administration or Economics will also take 85-314 Business Statistics and students majoring in Social Welfare will take 85-314 Statistics and 85-104 Basic Algebra to fulfill the Mathematics General Studies requirement.

It is recommended that students take Survey of English Literature *before* Survey of American Literature.



## DEGREES OFFERED

The academic program of the College consists of a number of disciplines organized administratively into seven divisions, each with a division chairman. The division chairmen, along with additional representatives elected within the divisions, compose the Academic Committee. The Academic Committee serves as an advisory group to the Academic Dean on matters of curriculum and educational policy.

## PROGRAMS OF STUDY FOR BACHELORS AND ASSOCIATE DEGREES

Program	Major BA BS	Minor	Associate AA	Degree AS AAS
Accounting .....				X
Art .....		X		
Aviation Management Technology .....				X
Bank Management .....				X
Biology .....	X	X		
Business Administration .....	X	X		
Chemistry .....	X	X		
Commercial Art .....			X	
Communications .....		X		
Data Processing .....		X		X
Economics .....	X	X		
Electronic Technology* .....				X
Elementary Education .....	X			
English .....	X	X		
Fashion Merchandising .....				X
Fire Service and Safety Technology .....				X
French .....		X		
General Business .....				X
General Studies .....			X	
Health Care Management .....				X
History .....	X	X		
Home Economics .....	X	X		
Hotel-Motel Restaurant Management .....	X			X
Journalism .....		X		
Library Science .....		X		
Marketing Management .....				X
Mathematics .....	X	X		
Medical Technology .....	X			
Music .....		X		
Nursing .....				X
Park Administration .....	X			
Photography* .....			X	
Political Science .....	X	X		
Psychology .....	X	X		
Recreation .....	X			
Secondary Education .....	X			
Secretarial Administration .....		X		
Secretarial Studies .....				X
Social Welfare .....	X			
Sociology .....	X	X		
Speech and Drama .....		X		

\*These programs are offered in conjunction with the James Rumsey Center in Martinsburg, W.Va.

**TEACHING FIELDS****SEMESTER HOUR REQUIREMENTS FOR TEACHING FIELDS IN SECONDARY EDUCATION**

Shepherd College offers programs of study which prepare students to teach in high schools, middle schools, elementary schools and in kindergartens and nursery schools. For the elementary curriculum see page 87.

**Students aspiring to teach in high schools may choose one of two types of programs leading to a teaching specialization.**

(1) They may elect to specialize in one teaching field. The College offers the following comprehensive teaching fields:

Art K-12	51 hrs.
Business Education 7-12	52 hrs.
Music K-12	59 hrs.
Home Economics 7-12	55 hrs.
Social Studies 7-12	51 hrs.

(2) They may elect to specialize in two teaching fields. For specific requirements students should contact the appropriate division as certain fields cannot be combined. The College offers the following non-comprehensive teaching fields:

Biology 7-12	28 hrs.
Business Principles 7-12	40 hrs.
Secretarial Studies 7-12	37 hrs.
Art 7-12	33 hrs.
Physical Education K-12	41 hrs.
Physical Education 7-12	38 hrs.
Safety Education 7-12	17 hrs.
Health Education K-12	24 hrs.
Social Studies 7-9	30 hrs.
Chemistry 7-12	24 hrs.
English 7-12	42 hrs.
School Library Media K-12	24 hrs.
General Science 7-12	28 hrs.
Mathematics 7-12	33 hrs.
Mathematics 7-9	19 hrs.
Language Arts 7-9	30 hrs.

**ELEMENTARY EDUCATION PROGRAM**

Elementary Education for grades 1-6	
Early Childhood Education for grades N-K and 1-6	
Middle School Education for grades 4-8 and 1-6	
Art	Mathematics
General Science	Physical Education
Home Economics	Social Studies
Language Arts	

**CERTIFICATE PROGRAMS**

Aviation Operations
Bank Operations
Clerk-Typist
Fashion Merchandising
Fire Service and Safety Technology
Insurance Salesmanship
Real Estate Salesmanship
Retail Salesmanship
Stenographic Technician

**PRE-PROFESSIONAL PROGRAMS**

Pre-Agriculture
Pre-Engineering
Pre-Dental
Pre-Law
Pre-Medical
Pre-Pharmacy
Pre-Physical Therapy
Pre-Theological
Pre-Veterinary



## SCHEDULE OF CLASSES

A complete schedule of classes offered each semester showing days of the week and the hours at which they will meet, will be available before the beginning of the semester. Each semester's schedule of classes includes a tentative listing of course offerings planned for the following semester. The College reserves the right to cancel classes with an enrollment of ten or less students and to make changes in a student's schedule for class balancing and other administrative purposes.

## CLASSIFICATION OF STUDENTS

Classification of students is made on the following basis: first year, 24 semester hours or less; second year, 25 to 56 semester hours; third year, 57 to 91 semester hours; fourth year, 92 or more semester hours.

## ACADEMIC LOAD

A semester hour consists of one hour of recitation with two preparation hours per week. Twelve semester hours per semester constitute a minimum full-time academic load. The normal load is sixteen hours per semester thus making 128 hours in eight semesters (four years). One hundred twenty-eight hours are required for a Bachelor's degree.

Course loads in excess of 16 hours may be taken; however, the academic load for the first semester should generally not exceed seventeen hours. Thirty-two semester hours each year will usually prove sufficient for the average student.

The normal summer load is six semester hours of credit for each term with a total of twelve semester hours for the summer sessions. Fourteen semester hours is the maximum load during the two terms. A student must have at least a "B" average on the last semester's work or on all work taken or be a candidate for graduation at the end of the summer session in order to be eligible to take fourteen semester hours. Exceptions can be made on petition to the respective division chairman.

## WITHDRAWAL AND CHANGE OF CLASS SCHEDULE

Students desiring any change in assignment or permission to withdraw or add any course should consult the Registrar. A student may change his schedule during the first three days of each semester. The withdrawal procedure is incomplete until all necessary signatures have been secured. This must be done during the specified time shown in the current academic year calendar.

A student may withdraw from any class with a grade of "W" (without affecting his grade point average) at any time during the semester up to 4:00 p.m. on the seventh calendar day after midterm grades are available to the student.)

The last day for withdrawal from an eight (8) week class will be as posted in the academic calendar.

During the summer sessions, withdrawals will be permitted at any time prior to 4:00 p.m. the second calendar day before the last day of classes of each term. Failure to submit the withdrawal form at the Registrar's Office by the deadline will result in the grade of IF.

Complete withdrawal from the College begins in the Student Development Center and is then processed through the Registrar's Office. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the College must be reported and financial clearance made at the business office. (See Grading System below for additional information on withdrawals.)

## GRADING SYSTEM

A — Superior; B — Good; C — Average; D — Below Average, lowest passing grade; F — Failure; I — Complete; W — Withdraw; P — Pass; IF — Failure due to irregular withdrawal from college or from a single class.

Grade changes must be made prior to the first day of registration for a regular semester or a summer term or such change will not be effected during the first three weeks of a semester or the first week of a summer term.

## **GRADE REPORTS**

Mid-semester and final grade reports follow the normal grading system and are mailed to students. A second copy of the mid-semester and final grade reports will be available on campus for all students in their advisor's office.

## **APPEALING A GRADE**

The College has a formal procedure which a student may use to appeal a course grade. Information regarding this procedure is available in the office of the Academic Dean.

## **INCOMPLETE GRADES**

A grade of Incomplete may be given to a student who has satisfactorily completed most of the requirements for a course but because of illness or other extenuating circumstances has not completed all of said requirements. All Incomplete grades must be accompanied by a form provided by the Registrar's Office and completed by the professor. When the work has been completed, an appropriate grade will be given.

Incomplete grades issued during the Fall semester must be made up ten (10) days prior to the date final grades are due for the following Spring semester. Incomplete grades issued during the Spring semester must be made up ten (10) days prior to the date final grades are due for the following Fall semester. Incomplete grades issued during either Summer session must be made up ten (10) days prior to the date final grades are due for the following Fall semester. If the Incomplete is not made up according to this schedule, it will automatically become an "F." When an incomplete is made up, or an "F" is given, the student's grade point average will be computed. (Students under catalogs prior to 1972-73 will have one year in which to make up the Incomplete.)

## **PASS-FAIL**

Students may choose to take elective courses on a pass or fail basis instead of the regular grading system, in accordance with the following:

1. Electives shall be defined as courses not directly required for an individual's degree. Thus, electives allowed within the major field of concentration would be excluded from P/F. In the event of change in major fields, the course previously taken for P/F applicable to the new major field shall be substituted by approved courses. Required General Education courses shall also be excluded from the pass/fail option. The ultimate responsibility for correct scheduling rests with the student.
2. A passing grade in the P/F shall be equivalent to the normal passing range of A through D in the conventional system.
3. All students are eligible for P/F courses with the exception of those currently on academic probation.
4. Students shall be limited to 24 hours of P/F, with not more than one course to a maximum of 4 credit hours being taken in any one session.
5. Students will declare in the Registrar's office for P/F by the end of the week following Add/Drop. This decision shall be final.

## **FINAL EXAMINATIONS**

The policy of the College is to require that final examinations be given at the end of each semester and summer term. A schedule prepared by the Academic Dean's Office establishes regular periods of semester examinations; the final day or

days of each summer term are reserved for this purpose. Final examinations are to be administered for every course at the published time, unless other arrangements are approved by the Academic Dean.

Last-semester seniors (graduating at the end of either the Fall or Spring semester) with the quality-point rating of 3.0 or better in a given course (this recommendation not to include General Education courses) may be excused from the final examination at the option of the professor. Such students may elect to take the final examination which will then count in the determination of the final grade. This policy does not apply to courses taken during summer sessions.

**QUALITY POINTS**

The quality-point average is computed on all work for which the student has registered, except for the courses with grades of W or P, and is based on the following quality-point values for each semester hour of credit:

A	B	C	D	F	IF
4	3	2	1	0	0

**REPEATING COURSES**

If a student earns a grade of "D" or "F" on any course taken no later than the semester or summer term during which he attempts the sixtieth semester hour, and he repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his grade point average. The original grade shall not be deleted from the student's record. A course in which a grade of "C" or better is received may not be repeated.

**SPECIAL EXAMINATION FOR COURSE CREDIT**

Application must be made to the Registrar for permission to take a special examination. To qualify for permission to take such an examination, an applicant must be enrolled at Shepherd College and be recommended by the chairman of the division and the instructor concerned. Examinations will not be given for courses in which the student has obtained a low grade previously.

Applicants must pay a fee of \$3.00 for each special examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. Upon successful completion, the student will receive the hours credit for the course with no letter grade designated. This will not affect the quality point average of the student.





## PROBATION POLICY

At the end of each grading period each student's cumulative grade point average will be determined. The calculation is determined by dividing the number of earned quality points by the number of attempted hours.

Rule A. When a student's cumulative grade point average falls below 1.600 on a total of sixty (60) or fewer hours attempted, the student will be placed on academic probation.

Rule B. When a student's cumulative grade point average falls below 1.900 on a total of sixty-one (61) or more hours attempted, the student will be placed on academic probation.

In the computation of the cumulative grade point average, a grade of "I" will not be included as hours attempted. When the grade of "I" is replaced by a passing or failing grade, an appropriate entry will be made in the student's cumulative grade point average by the Office of the Registrar.

The student placed on probation for the fall semester of an academic year must achieve a 2.0 average on his combined fall and spring semester grades; the student must maintain a 2.0 average for the combined fall and spring semester each year thereafter until his cumulative average reaches 2.0. If the student's grade point average for the combined fall and spring semesters is less than 2.0, he will be suspended from the College for the following fall semester if this is the first time he has been placed on probation or for a minimum of one academic year if this is the second time he has been placed on probation. The student suspended under this regulation does not have the option of attending summer school. The student will be removed from probation when his cumulative grade point average reaches 2.0.

The student placed on probation for the spring semester of an academic year must achieve a 2.0 average for that semester or attend summer school at Shepherd College and complete a minimum of 11 hours of subjects approved by his advisor and achieve a 2.0 average on the hours attempted during the summer session and the spring semester. The student must maintain a 2.0 average for the combined fall and spring semester each year thereafter until his cumulative average reaches 2.0. If the student's grade point average for the combined spring semester and both summer terms (if applicable) is less than 2.0, he will be suspended from the College for the following fall semester if this is the first time he has been placed on probation or for a minimum of one academic year if this is the second time he has been placed on probation. The student will be removed from probation when his cumulative grade point average reaches 2.0.

The student who has been suspended from the College for the first time may reapply for admission after one semester by completing an Application for Readmission. The student who has been suspended from the College for the second time may reapply for admission after one academic year if he is ten or less quality points deficient by completing an Application for Readmission and writing the chairman of the Admissions and Credits Committee. If the student is more than ten quality points deficient, he may reapply for admission after two academic years by completing an application for Readmission and writing the Chairman of the Admissions and Credits Committee. The Admissions and Credits Committee will review his application and render a decision in writing to the applicant.

The student on probation who withdraws from the College after the first five (5) weeks of the semester will not be permitted to enroll in the college for the next regular semester. Any student who fails 50% or more of work attempted in any semester is subject to dismissal at the end of that semester. Any appeals to the above regulations may be made to the Admissions and Credits Committee.

Students receiving Federal Financial Aid must also adhere to an Academic Progress Requirement. The specifics of this requirement may be found in the catalog under the Financial Aid Section.

## **ELIGIBILITY FOR DEAN'S LIST**

To be so honored, a student must carry at least 15 hours of work or be in the professional teaching block. He must maintain a 3.2 average for the semester.

## **SELECTING A MINOR OR SECOND TEACHING FIELD**

A student should be aware of the value and necessity of choosing a minor or second teaching field early in his college career. Delaying this decision beyond the sophomore year may mean that the student will not be able to complete his degree program in four years.

## **ACADEMIC DISHONESTY**

Cheating in all its forms, including plagiarism, and cheating on visual work, considered an academic matter to be controlled and acted upon by the individual faculty member. It is obvious that all instances of academic dishonesty cannot be prevented or penalized, but those which are detected will be dealt with severely.

Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of "F" in that course. Such action shall be taken by the instructor, with written notification to the division chairman and the Academic Dean. Repeated offenses shall subject the student to suspension or dismissal from the College. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination material will be subject to disciplinary action beyond that called for by their own cheating in a course.

PLAGIARISM is "the act of stealing and using, as one's own, the ideas, or the expression of the ideas of another." Whether that other is another student or published author, plagiarism is cheating. Detailed instructions on avoiding plagiarism will be given to you in your required English courses, and comments also may be made by instructors in other courses for which you write papers. Plagiarism of words is the most serious offense. Direct quotations always must be indicated, for to present someone else's words as if you had thought them up is open dishonesty. Nor does the altering of a word here and there, any more than the defacing of a serial number on an engine, alter the theft. Plagiarism of ideas, for students who must depend upon the ideas of others while developing their own, is a more difficult offense to define. A good rule is never to borrow an idea which is important to your paper, particularly if you found it in print, without "paying for it" with an acknowledging footnote. Do not borrow notes from a book without indicating their sources, for this is to claim the reading of books you have never seen. Plagiarism will be penalized by instructors according to the degree of dishonesty they judge is involved.

## **WEEKLY BULLETIN**

The Director of College Relations publishes a weekly bulletin which is an official publication of the College. Changes of any provisions found in this catalog will be announced in the Weekly Bulletin.

## **ATTENDANCE POLICY**

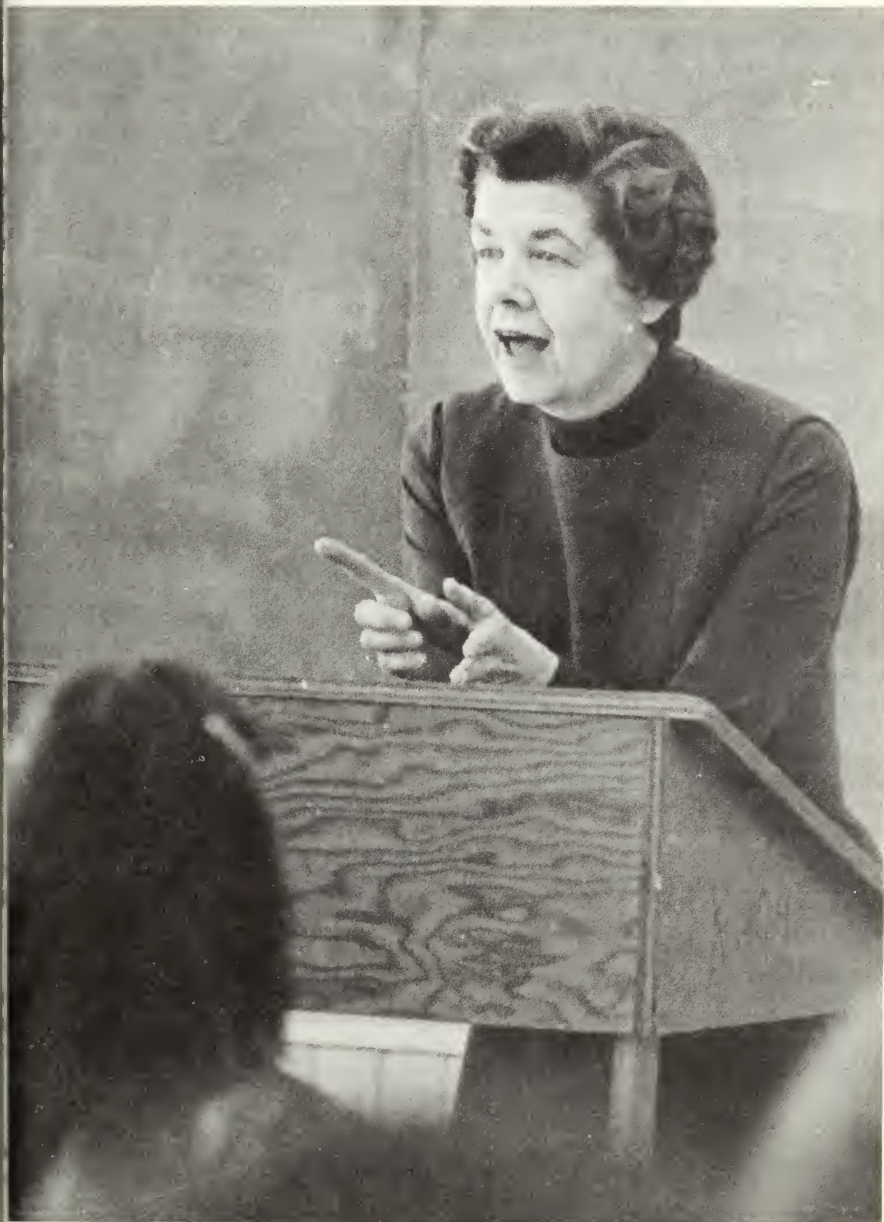
Students are expected to attend class; however, in the event of an absence, it is the student's responsibility to discuss with the instructor the possibility of making up any work missed. Whenever possible, the student should notify the instructor in advance of any necessary absence.

## **SPECIAL STUDIES COURSES**

The College offers courses which fulfill short-term needs not justifying permanent listing in the Catalog or which respond to requests received on short notice.

Each discipline will have two courses, one lower level and one upper level, bearing the designation "Special Studies in (Business Administration)." The class schedule and the student transcripts will also carry the specific title of the course. Courses will be offered upon the agreement of respective division chairman and the academic dean.

Credit will be given from one to four hours and may be repeated as needed by the division. Topics for special studies will be created as needed by the division.





## **INDEPENDENT STUDY PROGRAM**

To encourage independent reading and a spirit of research, the faculty will admit, upon recommendation of academic advisors, properly qualified students as candidates for Independent Study.

College credit (determined at registration for course) of one to three semester hours will be allowed for independent programs on the recommendation of the study director with the approval of the division chairman. Credit gained in Independent Study may not be substituted for required course work.

To receive credit for Independent Study, the student must fulfill the following requirements:

1. Engage in reading and research as directed by his study director to supplement his knowledge from sources not supplied by the courses taken in his major field.
2. Submit to the division chairman with the approval of his study director no later than one week before the end of the semester the original and two carbon copies of an acceptable research paper embodying the findings of his study.
3. At the discretion of the Division, pass an oral examination on the subject of the research paper before an examining committee consisting of a minimum of the study director, the division chairman, the academic dean and another faculty member selected by the student, with the study director acting as chairman. (When the division chairman and the study director are the same person, another representative from the division will be named by the division chairman.)

To be admitted to candidacy, a student must satisfy the following condition:

1. Have an overall average of 3.00 in not less than 80 semester hours attempted.
2. Have an average of 3.00 in his major field or teaching field.
3. Submit, through his advisor and study director to the chairman of the division concerned, a research proposal together with an abstract of the proposal.
4. Have application approved by the chairman of the division.

It is suggested that Independent Study may be particularly desirable to some students as a summer project.

## **REGENTS BACHELOR OF ARTS DEGREE**

Shepherd College is one of a number of West Virginia colleges and universities participating in the B.A. degree program. This is a non-traditional degree which utilizes credit from a variety of sources, including that awarded in recognition of knowledge gained from practical life and work experience. The B.A. is also a much more flexible program than most; it enables the student to concentrate in one or two areas or to spread work over a wide variety of fields, depending on the individual's objectives. It is available only to those persons who graduated from high school at least four years ago.

## **WEST VIRGINIA UNIVERSITY GRADUATE CENTER**

West Virginia University has established a Graduate Center in Shepherdstown. The Center is administered by a full-time graduate coordinator. Persons interested in graduate study, with or without a degree objective, may contact the coordinator for information and application procedures.

SECTION VI

# DEGREES AND PROGRAMS OF STUDY

## Divisions

- Division of Business Administration
- Division of Creative Arts
- Division of Education
- Division of Health, Physical Education,  
Recreation and Safety
- Division of Languages and Literature
- Division of Science and Mathematics
- Division of the Social Sciences

## DIVISION OF BUSINESS ADMINISTRATION

*Professor Charles F. Printz, Division Chairman*

The primary objective of the Division of Business Administration is to prepare students for professional careers in business. The program operates under the premise that a successful manager is a generalist who understands the environment in which he or she is operating and who has learned to reason in a logical manner. The general studies curriculum serves to acquaint the student with the political, social, and cultural environment and to help the student develop skills in mathematics, science, and communication which can be applied in upper-division business courses. The core business courses in accounting, business policy, economics, finance, law, management, marketing, and statistics familiarize the student with the business environment and with decision-making techniques available to managers. Courses in an area of concentration provide an opportunity for extensive study in specific fields.

Bachelors degrees are offered in business administration, business education, economics, and hotel-motel and restaurant management. Within the business administration degree, concentrations are available in accounting, data processing, general business, and marketing. Associate degrees, certificates, and minors are also offered.

Other objectives of the Division of Business Administration are:

- (1) to act as a service division, by offering courses to students in other divisions;
- (2) to prepare students to teach business subjects at the secondary school level;
- (3) to prepare students for careers in government and other non-profit organizations;
- (4) to serve the business community in the area by sponsoring conferences;
- and (5) to conduct research into selected business problems.

## BUSINESS ADMINISTRATION

This curriculum is designed for the student who desires a broad background business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

### NOTES TO STUDENT:

ALL BUSINESS STUDENTS must take Finite Mathematics for Business 85-11 as a substitution for 85-215 in the general studies requirements.

ALL BUSINESS MAJORS must have minor approved by the chairman of the Division of Business Administration.

### CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION

Total hours required for a major	3
11-150 Introduction to Business	3
11-201 Introductory Accounting	3
11-202 Introductory Accounting	3
11-224 Business Statistics	3
11-310 Principles of Management	3
11-312 Legal Environment in Business	3
11-329 Intermediate Accounting	3
11-330 Intermediate Accounting	3
11-340 Marketing	3
11-345 Written Communications in Business	3
11-390 Human Relations in Industry	3
11-400 Corporate Finance	3
11-407 Business Policy	3
11-409 Personnel Management	3
12-206 Economic Problems	3
Business elective (selected with the consent of the advisor)	3

### CURRICULUM FOR A MINOR IN BUSINESS ADMINISTRATION

Total hours required for a minor	3
11-150 Introduction to Business	3
11-201 Introductory Accounting	3
11-202 Introductory Accounting	3
11-310 Principles of Management	3
11-312 Legal Environment in Business	3
11-329 Intermediate Accounting	3
11-330 Intermediate Accounting	3
11-340 Marketing	3
11-400 Corporation Finance	3
11-409 Personnel Management	3
12-206 Economic Problems	3

### CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN GENERAL BUSINESS

Total hours required for the degree	6
60-101, 102 Written English	3
11-150 Introduction to Business	3
11-201, 202 Introductory Accounting	6
11-310 Principles of Management	3
12-205 Principles of Economics	3
12-206 Economic Problems	3
85-154 Finite Mathematics for Business	3
72-101 American Federal Government	3
69-202 Fundamentals of Speech	3
11-312 Legal Environment in Business	3
11-224 Business Statistics	3
11-329, 330 Intermediate Accounting	6
11-340 Marketing	3



1-345	Written Communications in Business .....	3
1-370	Advertising .....	3
1-390	Human Relations in Industry .....	3
Business electives (selected with the consent of the advisor) .....		3

### **CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN ACCOUNTING**

In recent years due to taxation, government regulation, and the necessity for a firm to have adequate cost information there has been a tremendous increase in the demand for accountants. Courses are offered to prepare students for careers in this area.

Total hours required for a major .....		48
1-150	Introduction to Business .....	3
1-201	Introductory Accounting .....	3
1-202	Introductory Accounting .....	3
1-224	Business Statistics .....	3
1-310	Principles of Management .....	3
1-312	Legal Environment in Business .....	3
1-329	Intermediate Accounting .....	3
1-330	Intermediate Accounting .....	3
1-331	Advanced Accounting .....	3
1-340	Marketing .....	3
1-345	Written Communications in Business .....	3
1-400	Corporation Finance .....	3
1-401	Cost Accounting .....	3
1-402	Auditing .....	3
1-404	Income Tax .....	3
1-407	Business Policy .....	3

### **CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN ACCOUNTING**

Total hours required for the degree .....		63
0-101, 102	Written English .....	6
1-150	Introduction to Business .....	3
5-154	Finite Mathematics for Business .....	3
1-201, 202	Introductory Accounting .....	6
1-310	Principles of Management .....	3
2-205	Principles of Economics .....	3
2-206	Economic Problems .....	3
9-202	Fundamentals of Speech .....	3
3-325	Office Machines .....	3
1-312	Legal Environment in Business .....	3
1-329, 330	Intermediate Accounting .....	6
1-345	Written Communications in Business .....	3
1-390	Human Relations in Industry .....	3
1-402	Auditing .....	3
1-404	Income Tax .....	3
1-411	Accounting Systems .....	3
3-324	Office Procedures .....	3
2-101	American Federal Government .....	3

### **CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN DATA PROCESSING**

This concentration prepares the student for a career in Computer Science which now occupies prominence in many fields of endeavor, especially business enterprises.

Total hours required for a major .....		48
1-150	Introduction to Business .....	3
1-201	Introductory Accounting .....	3
1-202	Introductory Accounting .....	3
1-214	Introduction to Computers and Basic Programming .....	3

11-224	Business Statistics .....	3
11-310	Principles of Management .....	3
11-311	Computer Language Concepts .....	3
11-312	Legal Environment in Business .....	3
11-329	Intermediate Accounting .....	3
11-330	Intermediate Accounting .....	3
11-340	Marketing .....	3
11-345	Written Communications in Business .....	3
11-346	RPG II Programming .....	3
11-384	Cobol Programming .....	3
11-385	Advanced Cobol Programming .....	3
11-400	Corporation Finance .....	3

### **CURRICULUM FOR A MINOR IN DATA PROCESSING**

Total hours required for a minor		2
11-214	Introduction to Computers and Basic Programming	3
11-311	Computer Language Concepts	3
11-346	RPG II Programming	3
11-384	Cobol Programming	3
11-385	Advanced Cobol Programming	3
11-417	Computer Science Seminar	3
Business electives (selected with the consent of the advisor)		6

### **CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN DATA PROCESSING**

Total hours required for the degree	6
11-150 Introduction to Business	3
11-214 Introduction to Computers and Basic Programming	3
11-311 Computer Language Concepts	3
12-205 Principles of Economics	3
12-206 Economic Problems	3
13-103 Typewriting I	2
60-101, 102 Written English	6
85-154 Finite Mathematics for Business	3
11-201, 202 Introductory Accounting	6
11-224 Business Statistics	3
11-310 Principles of Management	3
11-312 Legal Environment in Business	3
11-345 Written Communications in Business	3
11-346 RPG II Programming	3
11-384 Cobol Programming	3
11-417 Computer Science Seminar	2
69-202 Fundamentals of Speech	3
Business electives (selected with the consent of the advisor)	9

### **CURRICULUM FOR A COMPREHENSIVE MAJOR IN HOTEL-MOTEL AND RESTAURANT MANAGEMENT**

There has been an increasing demand for college trained students in this area. Students selecting this major need not elect a minor.

Total hours required for a major .....		
11-150	Introduction to Business .....	3
11-201	Introductory Accounting .....	3
11-202	Introductory Accounting .....	3
11-214	Introduction to Computers and Basic Programming .....	3
11-224	Business Statistics .....	3
11-310	Principles of Management .....	3
11-312	Legal Environment in Business .....	3
11-329	Intermediate Accounting .....	3
11-330	Intermediate Accounting .....	3
11-340	Marketing .....	3
11-345	Written Communications in Business .....	3

-400	Corporation Finance .....	3
-407	Business Policy .....	3
-409	Personnel Management .....	3
-206	Economic Problems .....	3
-318	Nutrition .....	3
-207	Survey of Food Services .....	3
-303	Lodging Management .....	3
-309	Food Production Systems .....	3
-490	Service Industry Externship .....	3
-491	Service Industry Externship .....	3
-492	Service Industry Externship .....	3
Business electives (selected with the consent of the advisor) .....		6

In addition to the comprehensive major listed above a student must take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

### **CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN HOTEL-MOTEL AND RESTAURANT MANAGEMENT**

Total hours required for the degree .....		64
-150	Introduction to Business .....	3
-201, 202	Introductory Accounting .....	6
-214	Introduction to Computers and Basic Programming .....	3
-310	Principles of Management .....	3
-205	Principles of Economics .....	3
-206	Economic Problems .....	3
-101, 102	Written English .....	6
-303	Lodging Management .....	3
-312	Legal Environment in Business .....	3
-329	Intermediate Accounting .....	3
-340	Marketing .....	3
-345	Written Communication in Business .....	3
-409	Personnel Management .....	3
-202	Fundamentals of Speech .....	3
-207	Survey of Food Service .....	3
-309	Food Production Systems .....	3
-490, 491	Service Industry Externship .....	6
Business electives (selected with the consent of the advisor) .....		4





## CURRICULUM FOR A MAJOR IN BUSINESS ADMINISTRATION WITH A CONCENTRATION IN MARKETING

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area.

Total hours required for a major ..... 4

Required courses, 42 hours:

11-150	Introduction to Business	3
11-201	Introductory Accounting	3
11-202	Introductory Accounting	3
11-224	Business Statistics	3
11-310	Principles of Management	3
11-312	Legal Environment in Business	3
11-329	Intermediate Accounting	3
11-330	Intermediate Accounting	3
11-340	Marketing	3
11-341	Marketing Management	3
11-345	Written Communications in Business	3
11-400	Corporation Finance	3
11-405	Marketing Research	3
12-206	Economic Problems	3

Electives from the following courses, 6 hours:

11-350	Retailing	3
11-360	Salesmanship	3
11-370	Advertising	3
11-412	Sales Management	3

## CURRICULUM FOR AN ASSOCIATE DEGREE IN MARKETING MANAGEMENT

Total hours required for the degree ..... 6

60-101-102	Written English	6
11-150	Introduction to Business	3
11-201, 202	Introductory Accounting	6
11-310	Principles of Management	3
11-370	Advertising	3
12-205	Principles of Economics	3
12-206	Economic Problems	3
11-312	Legal Environment in Business	3
11-329, 330	Intermediate Accounting	6
11-340	Marketing	3
11-341	Marketing Management	3
11-345	Written Communications in Business	3
11-350	Retailing	3
11-360	Salesmanship	3

Business electives (selected with the consent of the advisor) ..... 9

## BUSINESS EDUCATION

### TEACHING FIELDS

These curricula are designed to provide the opportunity for prospective business education teachers to develop and refine their basic skills, to acquire the knowledge necessary for effective teaching, and to develop a healthy attitude toward, and an understanding of the role of business education in the secondary school program.

## CURRICULUM FOR COMPREHENSIVE TEACHING FIELD 7 THROUGH 12

Total hours required ..... 3

11-150	Introduction to Business	3
11-201	Introductory Accounting	3
11-202	Introductory Accounting	3
11-224	Business Statistics	3
11-310	Principles of Management	3

1-312	Legal Environment in Business	3
1-329	Intermediate Accounting	3
35-111	Mathematics of Finance	3
3-104	Typewriting II	2
3-105	Typewriting III	3
3-202	Shorthand II	4
3-203	Shorthand III	3
3-324	Office Procedures	3
3-325	Office Machines	3
3-327	Business Writing	3
3-403	Directed Office Experience	2
Business Administration electives (selected with consent of advisor)		5

### **CURRICULUM FOR SECRETARIAL STUDIES TEACHING FIELD 7 THROUGH 12**

Total hours required		37
1-150	Introduction to Business	3
1-201	Introductory Accounting	3
1-202	Introductory Accounting	3
1-312	Legal Environment in Business	3
3-105	Typewriting III	3
3-202	Shorthand II	4
3-203	Shorthand III	3
3-324	Office Procedures	3
3-325	Office Machines	3
3-403	Directed Office Experience	2
5-111	Mathematics of Finance	3
Business electives (selected with the consent of the advisor)		3

### **CURRICULUM FOR BUSINESS PRINCIPLES TEACHING FIELD 7 THROUGH 12**

Total hours required		40
1-150	Introduction to Business	3
1-201	Introductory Accounting	3
1-202	Introductory Accounting	3
1-214	Introduction to Computers and Basic Programming	3
1-224	Business Statistics	3
1-329	Intermediate Accounting	3
1-330	Intermediate Accounting	3
1-312	Legal Environment in Business	3
3-104	Typewriting II	2
3-324	Office Procedures	3
3-325	Office Machines	3
3-403	Directed Office Experience	2
5-111	Mathematics of Finance	3
Business electives (selected with the consent of the advisor)		3

### **CURRICULUM FOR A MINOR IN SECRETARIAL ADMINISTRATION**

Total hours required		27
3-103	Typewriting I	2
3-104	Typewriting II	2
3-201	Shorthand I	4
3-202	Shorthand II	4
1-201	Introductory Accounting	3
1-202	Introductory Accounting	3
3-325	Office Machines	3
3-324	Office Procedures	3
Business electives (selected with the consent of the advisor)		3

A student may be exempt from taking this course by passing an examination. No college credit is earned.

**CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN SECRETARIA  
SCIENCE**

Total hours required for the degree .....		6
60-101, 102	Written English .....	6
13-103	Typewriting I* .....	2
13-104	Typewriting II .....	2
13-201	Shorthand I* .....	4
13-202	Shorthand II .....	4
12-205	Principles of Economics .....	3
12-206	Economic Problems .....	3
41-	Physical Education Orientation .....	1
33-103	Introduction to Visual Arts or 32-111 Music Appreciation .....	2
11-150	Introduction to Business .....	3
13-325	Office Machines .....	3
13-327	Business Writing .....	3
13-203	Shorthand III .....	3
85-111	Mathematics of Finance .....	3
11-201, 202	Introductory Accounting .....	6
11-312	Legal Environment in Business .....	3
69-202	Fundamentals of Speech .....	3
13-105	Typewriting III .....	3
13-324	Office Procedures .....	3
11-214	Introduction to Computer & Basic Programming .....	3
Electives .....		2

\*A student may be exempt from taking this course by passing an examination. No college credit is earned.





**ECONOMICS**

Purpose: To develop an understanding of the manifold and complex problems of our economic system and of the other systems of the world.

ALL ECONOMICS STUDENTS must take Finite Mathematics for Business 5-154 as a substitution for 85-215 in the general studies requirements.

**CURRICULUM FOR A MAJOR IN ECONOMICS**

Total hours required for a major	33
Required courses, 21 hours:	
-201 Introductory Accounting	3
-202 Introductory Accounting	3
-224 Business Statistics	3
-206 Economic Problems	3
-301 Theory of Price and Resource Allocation	3
-305 Money and Banking	3
-319 Business Cycles and Forecasting	3
Electives from the following courses, 12 hours:	
-300 Government and Business	3
-321 Labor Problems	3
-413 Quantitative Methods	3
-302 Theory of Income and Employment	3
-304 Development of Economic Thought	3
-310 Public Finance	3
-315 Comparative Economic Systems	3
-325 International Economics	3
-410 Seminar in Economics Development	3

ALL economics majors must have minor approved by the Chairman of the Division Business Administration.

**CURRICULUM FOR A MINOR IN ECONOMICS**

Total hours required for a minor	27
-201 Introductory Accounting	3
-202 Introductory Accounting	3
-321 Labor Problems	3
-206 Economic Problems	3
-301 Theory of Price and Resource Allocation	3
-305 Money and Banking	3
-310 Public Finance	3
-315 Comparative Economic Systems	3
-319 Business Cycles	3

**ADDITIONAL ASSOCIATE DEGREE PROGRAMS**

Shepherd College does not offer the baccalaureate degree in Aviation Management Technology, Bank Management, and Health Care Management. However, the Associate of Science degree is available in these fields. Many of the courses included in these programs, as listed below, can be applied toward the bachelor's degree in other fields.

**CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN AVIATION MANAGEMENT TECHNOLOGY**

Total hours required for the degree	63
120 Air Transportation Industry (AVM)*	3
121 Aviation Law and Regulations (AVM)*	3
150 Introduction to Business	3
201,202 Introductory Accounting	6
214 Introduction to Computers and Basic Programming	3

12-205	Principles of Economics	3
60-101,102	Written English	6
84-110	Aviation Orientation (AVM)* (Private Pilot Ground School)	3
85-154	Finite Mathematics for Business	3
11-211	Airport Management (AVM)**	3
11-310	Principles of Management	3
11-312	Legal Environment in Business	3
11-340	Marketing	3
11-345	Written Communications in Business	3
11-390	Human Relations in Industry	3
84-212	Air Navigation and Air Traffic Systems (AVM)**	3
84-213	Aerodynamics and Systems (AVM)**	3
84-303	Meteorology or Elective (Suggested for students with an interest in weather related employment)	3
	Business electives (selected with the consent of the advisor)	3

\*Flight Option — Students may complete the FAA Private Certificate in lieu of one of the listed AVM courses. All FAA requirements must be met for six hours credit. Students who possess the Private Pilot Certificate will receive flight option credit. Students who present evidence of having passed the FAA private pilot written examination will receive three credits. Students who have completed the private pilot certificate will receive six credits.

\*\*Flight Option — Students may substitute FAA approved ground and flight courses leading to a Commercial Pilot, Instrument Rating, or Flight Instructors rating for AVM courses to receive a maximum of six hours of credit in the second year.

### CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN BANK MANAGEMENT

	Total hours for the degree	6
60-101,102	Written English	6
11-150	Introduction to Business	3
11-201,202	Introductory Accounting	6
11-214	Introduction to Computers and Basic Programming	3
11-311	Computer Language Concepts	3
11-409	Personnel Management	3
12-205	Principles of Economics	3
12-206	Economic Problems	3
11-224	Business Statistics	3
11-310	Principles of Management	3
11-312	Legal Environment in Business	3
11-329,330	Intermediate Accounting	6
11-402	Auditing	3
12-305	Money and Banking	3
85-154	Finite Mathematics for Business	3
	Business electives (selected with the consent of the advisor)	6

### CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN HEALTH CARE MANAGEMENT

	Total hours required for the degree	6
11-150	Introduction to Business	3
12-205	Principles of Economics	3
12-206	Economic Problems	3
22-103	Introduction to Psychology	3
60-101, 102	Written English	6
69-202	Fundamentals of Speech	3
72-101	American Federal Government	3
81-101, 102	General Biological Science	8
11-224	Business Statistics	3

11-261	Health Care Management .....	3
11-265	Health Care Management Externship .....	4
11-310	Principles of Management .....	3
11-312	Legal Environment in Business .....	3
11-409	Personnel Management .....	3
12-305	Money and Banking .....	3
12-310	Public Finance .....	3
81-302	Microbiology .....	4
85-154	Finite Mathematics for Business .....	3





**CERTIFICATES**

The purpose of the certificates is to provide an opportunity for individuals, who cannot commit themselves to an extended academic program and who desire to prepare themselves for specialized work in one particular phase of business activity. Credit hours earned may later be applied toward an associate or bachelor's degree.

**AVIATION OPERATIONS**

**CURRICULUM FOR A CERTIFICATE IN AVIATION OPERATIONS**

Total hours required for the certificate	30
11-120      Air Transportation Industry (AVM)*	3
11-121      Aviation Law and Regulations (AVM)*	3
11-150      Introduction to Business	3
11-201      Introductory Accounting	3
11-202      Introductory Accounting	3
11-214      Introduction to Computers and Basic Programming	3
12-205      Principles of Economics	3
60-101      Written English	3
60-102      Written English	3
84-110      Aviation Orientation (AVM)*	
(Pilot Ground School)	3
85-154      Finite Mathematics for Business	3

\*Flight Option — Students may complete the FAA Private Certificate in lieu of one of the listed AVM courses. All FAA requirements must be met for six hours credit. Students who possess the Private Pilot Certificate will receive flight option credit. Students who present evidence of having passed the FAA private pilot written examination will receive three credits. Students who have completed the private pilot certificate will receive six credits.

**BANK OPERATIONS**

**Curriculum for a certificate in Bank Operations**

Total hours required for the certificate	30
60-101      Written English	3
60-102      Written English	3
11-150      Introduction to Business	3
11-201      Introductory Accounting	3
11-202      Introductory Accounting	3
11-214      Introduction to Computers & Basic Programming	3
11-310      Principles of Management	3
12-205      Principles of Economics	3
12-305      Money and Banking	3
13-103      Typewriting I	2
Business electives (selected with the consent of the advisor)	3

**CLERK-TYPIST**

**Curriculum for a certificate in Clerk-Typist**

Total hours required for the certificate	30
60-101      Written English	3
60-102      Written English	3
11-150      Introduction to Business	3
11-201      Introductory Accounting	3
11-312      Legal Environment in Business	3
12-205      Principles of Economics	3
13-103      Typewriting I	2
13-104      Typewriting II	2
13-105      Typewriting III	3
13-324      Office Procedures	3
13-325      Office Machines	3
85-111      Mathematics of Finance	3



**INSURANCE SALESMANSHIP****Curriculum for a certificate in Insurance Salesmanship**

Total hours required for the certificate	33
60-101 Written English	3
60-102 Written English	3
11-150 Introduction to Business	3
11-201 Introductory Accounting	3
11-202 Introductory Accounting	3
11-312 Legal Environment in Business	3
11-315 Insurance	3
11-360 Salesmanship	3
12-205 Principles of Economics	3
Business electives (selected with the consent of the advisor)	6

**REAL ESTATE SALESMANSHIP****Curriculum for a certificate in Real Estate Salesmanship**

Total hours required for a certificate	33
60-101 Written English	3
60-102 Written English	3
11-150 Introduction to Business	3
11-201 Introductory Accounting	3
11-202 Introductory Accounting	3
11-312 Legal Environment in Business	3
11-317 Real Estate	3
11-360 Salesmanship	3
12-205 Principles of Economics	3
Business electives (selected with the consent of the advisor)	6

**RETAIL SALESMANSHIP****Curriculum for a certificate in Retail Salesmanship**

Total hours required for a certificate	33
60-101 Written English	3
60-102 Written English	3
11-150 Introduction to Business	3
11-201 Introductory Accounting	3
11-202 Introductory Accounting	3
11-350 Retailing	3
11-360 Salesmanship	3
11-370 Advertising	3
12-205 Principles of Economics	3
Business electives (selected with the consent of the advisor)	6

**STENOGRAPHIC TECHNICIAN****Curriculum for certificate in Stenographic Technician**

Total hours required for the certificate	36
60-101 Written English	3
60-102 Written English	3
11-150 Introduction to Business	3
11-312 Legal Environment in Business	3
13-103 Typewriting I	2
13-104 Typewriting II	2
13-201 Shorthand I	4
13-202 Shorthand II	4
13-203 Shorthand III	3
13-324 Office Procedures	3
13-325 Office Machines	3
Business electives (selected with the consent of the advisor)	3



# DIVISION OF CREATIVE ARTS

*Dr. Guy Frank, Division Chairman*

## ART

The Art Department concentrates on providing opportunities for the student's self-discovery and research within the various areas of the visual arts. The program is designed:

1. To give the student a diversified background in art.
2. To encourage and challenge the individual to grow creatively and professionally as an artist and teacher.
3. To develop and/or preserve:
  - a. an interest in art through an understanding of the creative process,
  - b. the basic theories of aesthetics,
  - c. the nature of art materials and processes, and
  - d. the philosophical and technical aspects of both historical and contemporary art forms.

The Art Department offers courses leading to the Bachelor of Arts degree in education with a comprehensive teaching specialization in art (grades K through 12); a field of specialization in secondary art (grades 7 through 12); an elementary field (grades 4 through 8) for elementary education majors and an Associate of Arts degree in Commercial Art; an Associate of Arts degree in Photography; a minor in Art; and a concentration in art (non-teaching) is also possible through the Regents B.A. degree program.

## SPECIAL REQUIREMENTS FOR ART CURRICULUM STUDENTS:

1. **Portfolio requirement for admission:** The Shepherd College Art Department believes that any student who meets the general admissions requirements and is seriously interested in pursuing art as a teaching field and/or a career is entitled to enroll as an art curriculum student. Therefore, no portfolio is required for admission.
2. **Time Requirements:** In order to pursue a reasonable and logical program of study, it is suggested that a student begin his or her study during the fall semester and adhere to the recommended sequence of courses. Also, since the Art Department believes that it is desirable for the student to allow sufficient time for growth and maturation, it is recommended that the student complete the art curriculum requirements during a period of eight (8) semesters. A student will not be permitted to complete all of the required art courses in a period lasting less than two years.
3. **Deficiencies:** The Art Department reserves the right to review the work of the art curriculum student in order to discern deficiencies in the education of the student and to provide means (independent study, studio work, auditing, additional courses, etc.) whereby the student may rectify his weaknesses. All art curriculum students are required to maintain a portfolio of their studio work.
4. **Senior Art Exhibit or Project:** Students enrolled in the art curriculum leading to a Bachelor of Arts degree in education with a comprehensive or secondary (grades K through 12 or 7 through 12) field in art for classroom teaching are required to present an exhibit of their work during their senior year. The student must obtain the sanction of the art faculty prior to the exhibit. Art students not granted permission to exhibit must complete a faculty-approved project of significant proportions.

CURRICULUM FOR A MINOR IN ART

Total semester hours required	23
33-170 Two Dimensional Design	2
33-115 Introductory Drawing	3
33-140 Three Dimensional Design	3
33-203 History of Western Art	3
33-204 History of Western Art	3
33-230 Painting	2
33-360 Printmaking	2
33-240 Sculpture	3
33-403 Aesthetic Criticism	2

CURRICULUM FOR THE B.A. DEGREE IN SECONDARY EDUCATION  
WITH A TEACHING FIELD IN COMPREHENSIVE ART GRADES K-12

Total semester hours required	5
33-170 Two Dimensional Design	2
33-115 Introductory Drawing	3
33-131 Lettering	1
33-140 Three Dimensional Design	3
33-116 Drawing	1
33-203 History of Western Art	3
33-204 History of Western Art	3
33-230 Painting	2
33-215 Drawing	1
33-240 Sculpture	3
33-217 Drawing	1
33-320 Art in Elementary Education	2
33-322 Arts and Crafts in the Elementary School	2
33-360 Printmaking	2
33-350 Jewelry	3
33-310 Drawing	1
33-349 Ceramics or 33-351 Ceramics	3
33-410 Drawing	1
33-403 Aesthetic Criticism	2
Senior Art Exhibit or Project	0

Electives in Art — 12 Hours (with 14 hours in one of the concentration areas) — see concentration areas listed below 12

NOTE: 6 semester hours of general electives are part of this curriculum and can be taken in any subject matter area. Also, two courses in the Professional Education Block are required of art curriculum students in the comprehensive:

21-427 Special Methods of Teaching of Art	3
21-480 Art Materials and Procedures	2

CONCENTRATION AREAS<sup>1</sup>

Painting

33-115 *Introductory Drawing	3
33-230 *Painting	2
33-330 Advanced Painting	3
33-331 Watercolors	3
33-430 Figure Painting	3
33-434 Research (Painting)	1-3

Art History

33-103 *Intro Visual Arts	2
33-203, *Hist. Western Art	3
33-204 *Hist. Western Art	3
33-403 *Aesthetic Criticism	2



33-303	Contemporary Art .....	3
33-304	American Art .....	3
33-404	Research (Art Hist). ....	1-3

### **Design (Commercial Art)**

33-170	*Two Dimensional Design .....	2
33-140	*Three Dimensional Design .....	3
33-370	Advanced Design .....	3
33-371	Commercial Design .....	3
33-246	**Stage Design .....	3
33-474	Research (Design) .....	1-3

### **Printmaking**

33-115	*Introductory Drawing .....	3
33-360	*Printmaking .....	2
33-361	Adv. Printmaking .....	3
33-362	Etching .....	3
33-364	Lithography .....	3
33-363	Serigraphy .....	3
33-460	Woodcut .....	3
33-464	Research (Printmaking) .....	1-3



**Sculpture**

33-140	*Three D Design .....	3
33-240	*Sculpture .....	3
33-340	Adv. Sculpture .....	3
33-341	Wood Sculpture .....	3
33-342	Stone Carving .....	3
33-440	Metals & Casting .....	3
33-444	Research (Sculp) .....	1-3

**Crafts**

33-140	*Three D. Design .....	3
33-349	Ceramics .....	3
33-351	*Ceramics .....	3
33-350	*Jewelry .....	3
33-354	Adv. Ceramics .....	3
33-450	Adv. Jewelry .....	3
33-352	Crafts .....	3
33-353	Adv. Crafts .....	3
33-454	*Research (Crafts) .....	1-3

<sup>1</sup>Electives are taken in one concentration area to meet program requirements.

\*Basic art requirements of all K-12 and 7-12.

\*\*Stagecraft and Scene Design 69-246 is offered through the Division of Languages and Literature.

### **CURRICULUM FOR A B.A. DEGREE IN SECONDARY EDUCATION WITH A TEACHING FIELD IN ART GRADES 7 THROUGH 12**

Total semester hours required .....	3
33-170 Two Dimensional Design .....	2
33-115 Introductory Drawing .....	3
33-140 Three Dimensional Design .....	3
33-116 Drawing .....	1
33-203 History of Western Art .....	3
33-204 History of Western Art .....	3
33-230 Painting .....	2
33-360 Printmaking .....	2
33-240 Sculpture .....	3
33-349 Ceramics or 33-351 Ceramics .....	3
33-403 Aesthetic Criticism .....	2
Senior Art Exhibit or Project .....	0
Electives in Art — 6 Hours (with 11 hours in one of the concentration areas) — see description of concentration areas .....	6
NOTE: Required of all 7 through 12 Art Curriculum Students:	
21-427 Special Methods of Teaching of Art .....	3

### **CURRICULUM FOR A B.A. DEGREE IN ELEMENTARY EDUCATION WITH A TEACHING FIELD IN ART GRADES 4 THROUGH 8**

Total semester hours required .....	2
33-115 Introductory Drawing .....	3
33-170 Two Dimensional Design .....	2
33-140 Three Dimensional Design .....	3
33-131 Lettering .....	1
33-230 Painting .....	2
33-360 Printmaking .....	2
33-352 Crafts .....	3
33-349 Ceramics or 33-351 Ceramics .....	3
33-240 Sculpture .....	3
33-320 Art in Elementary Education .....	2
33-322 Arts and Crafts in the Elementary School .....	2

## CURRICULUM FOR THE A.A. DEGREE IN COMMERCIAL ART

The Associate of Arts Degree program in Commercial Art is designed to provide the graduate with the basic knowledge, skills and expertise essential for a commercial artist. This curriculum consists of not only courses in business, art and commercial art, but also "on the job" training and experience. After completion of the course of study, the student will be prepared to accept commercial artist positions in industrial concerns, printing firms, retail establishments and advertising agencies.

The course of study has been prepared to provide the student with an introduction to basic business practice and theory, the fundamentals of commercial design, layout and illustration and an experience-based introduction to commercial techniques and procedures. The following is a course outline of the program:

### ASSOCIATE OF ARTS IN COMMERCIAL ART

Total semester hours required	64
34-171 Introduction to Commercial Art I	3
34-174 Layout and Design I	3
33-115 Introduction to Drawing	3
33-170 Two-Dimensional Design	2
11-150 Introduction to Business	3
60-101 Written English	3
34-176 Introduction to Commercial Art II	3
34-271 Graphic Techniques I	3
33-103 Introduction to Visual Arts	2
33-230 Painting	2
33-363 Serigraphy	3
34-175 Layout and Design II	3
34-272 Graphic Techniques II	3
33-360 Printmaking	2
69-202 Fundamentals of Speech	3
11-201 Introductory Accounting	3
34-279 Special Projects in Commercial Art	3-5
34-274 Field Experience in Commercial Art	5
33-204 History of Western Art	3
Electives in Art and Business from the following	9

### ELECTIVES (ART)

33-116 Drawing or Drawing 215, 217	1
33-140 Three Dimensional Design	3
33-350 Jewelry	3
33-203 History Western Art	3
33-330 Advanced Painting	3
33-331 Watercolors	3
34-172 Commercial Lettering	3
34-373 Special Projects in the Graphic Arts	3-5
34-374 Special Projects in the Advertising Arts	3-5

### ELECTIVES (BUSINESS)

11-202 Introductory Accounting	3
11-329 Intermediate Accounting	3
11-312 Legal Environment in Business	3
11-310 Principles of Management	3
11-360 Salesmanship	3
11-370 Advertising	3

## CURRICULUM FOR THE A.A. DEGREE IN PHOTOGRAPHY

The program is a curriculum designed to provide the graduate with the basic knowledge, skills and expertise essential for a photographer. This curriculum consists of not only courses in photography, but also "on the job" training and formal educational experience in allied fields such as journalism, business, art and the sciences. After completion of the course of study, the student will be prepared to accept positions in commercial agencies and studios, industrial firms and newspapers. The student will also have the essential skills and knowledge to accept positions in medical and scientific photography as well as the possibility of free-lance work.

The course of study which has been developed in cooperation with the James Rumsey Vocational School will provide the student with not only the fundamentals of photography and apprenticeship experiences, but also the flexibility necessary to allow the student to pursue the dimensions of photography of particular individual interest. Students seeking admission in this program should consult the Admissions section of this catalog for special admissions requirements for this program.

## ASSOCIATE OF ARTS IN PHOTOGRAPHY

Total semester hours required	65
35-180 Fundamentals of Professional Photography	3
35-181 Black and White Photography I	3
33-170 Two Dimensional Design	2
33-103 Introduction to Visual Arts	2
33-474 Research in Design	1
34-272 Graphic Techniques II	3
83-310 Photographic Science	3
35-183 Commercial/Industrial Photography I	3
35-182 Black and White Photography II	3
35-184 Photojournalism	3
60-101 Written English	3
60-102 Written English	3
35-283 Commercial/Industrial Photography II	3
35-284 Color Photography	3
35-285 Portrait Photography	3
35-286 Experimental Photography	3
33-474 Research in Design	2
33-204 History of Western Art	)
OR	)
33-303 American Art	) 3
OR	)
33-304 Contemporary Art	)
33-403 Aesthetic Criticism	2
35-287 Practicum	6
Electives	8

### NOTE:

1. Electives will be selected to meet the needs of individual career objectives.
2. The 6 semester hour practicum should occur during the month following the end of the fourth semester.



## MUSIC

The Music Department concentrates on providing a climate conducive to the development of the comprehensive musician. This is achieved through a highly personalized and student-centered approach which revolves around the integration of the various musical areas as a unified core of experience. The program is designed:

1. To inspire student growth in creative, artistic and professional terms.
2. To foster student inquiry, interaction and self-discovery.
3. To develop student capacity to communicate music to others.
4. To train students for public school music careers, according to approved standards of teacher education.
5. To provide a strong foundation for future graduate work in the field of music.
6. To supply a valid musical base for non-teaching students with alternative music career objectives.
7. To develop the aesthetic sense of the general student in terms of musical understanding, appreciation and perception.
8. To provide avocation opportunities for interested students, through participation in the various music ensembles and other music activities.

The Music Department offers courses leading to the Bachelor of Arts degree in Secondary Education with a teaching field in Comprehensive Music grades K-12. A minor in Music is available for non-teaching students.

Courses offered by the Music Department are open to all college students within the limits of specific course prerequisites. The general student interested in music as an avocation is encouraged to participate in band and choir or in other activities of the department.

## SPECIAL REQUIREMENTS FOR MUSIC MAJORS

In addition to prescribed courses it is expected that all music majors will complete satisfactorily certain requirements, specific details of which may be obtained in the office of the department chairman.

1. **Ensemble Participation.** All music majors are required to participate in band or choir (whichever is appropriate) for each and every semester, with or without credit. Additional ensembles may be taken, or substituted for band or choir under special circumstances. A maximum of eight hours of credit may be obtained through ensemble participation. The general college student is encouraged to participate in ensemble work, and the same course number may be taken several times for credit.
2. **Sophomore Competency Examination.** All music majors are required to complete this examination toward the end of the sophomore year. The primary purpose of the examination is to determine the level of competence of music majors and their potential for achieving accepted levels of future growth in selected areas of musical knowledge and performance.
3. **Senior Comprehensive Examination.** All music majors are required to pass a comprehensive examination in Music during the next to last semester of their undergraduate careers. The examination covers all of the music areas pursued with the exception of applied music.
4. **Aural Perception Requirement.** All music majors will be required to demonstrate competence in sight-singing and musical dictation prior to their admission to 32-304 and 32-325.
5. **Accompaniment Proficiency.** Non-keyboard music majors are required to pass a proficiency level examination in accompaniment before they can be recommended by the Music Department for admittance to the Teacher Education Professional Block. Voice majors must pass this examination using the piano. Instrumental majors may use the piano, accordion, or one of the guitar-type instruments.

- 6. **Senior Music Activity.** All music majors are required to complete a Senior Music Activity during the final year. This activity may assume one of the following forms: Recital; Lecture-Recital; Project; or Recital-Project.
- 7. **Attendance at Musical Events.** Music majors are required to attend a specified number of college and community concerts, recitals and music programs in order to acquire a more comprehensive background in music literature than can be gained solely through class participation.

8. **APPLIED MUSIC**

Music Education majors are required to take a minimum of twenty credit hours of applied music during their college careers. The following requirements pertain to the specific major performing area:

	Applied Instrumental	Applied Voice	Applied Keyboard
Instrumental students	18 hours	2 hours	0 hours
Voice students	8 hours	10 hours	2 hours
Keyboard students	8 hours	2 hours	10 hours

Note: Instrumental students are required to take 10 hours and Vocal and Keyboard students 6 hours of Instrumental Group Applied Courses, (32-230, 32-231, 32-232, 32-233 and 32-234) as a part of the applied Instrumental Commitment.

9. **PRIVATE APPLIED MUSIC**

Private applied lessons are available to all college students by consent of the appropriate professor, and may be taken for one or two hours of credit per semester. One credit hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit hours are based on two half-hour lessons plus a minimum of six hours of practice per week. The same course number can be applied any number of times for credit. Students are rated according to six performance levels spelled out for each applied area in the office of the department chairman.

Music majors must take private applied lessons on their major instrument (with or without credit) every semester of their college careers, regardless of other applied considerations.

Music majors must perform at level four or better on their major instrument prior to graduation before they can be considered as having successfully met music curriculum requirements.

**MENC STUDENT CHAPTER.** Music students can affiliate with professional music educators and with music students from other colleges in the United States through membership in a student chapter of the Music Educators National Conference. This organization affords excellent opportunities for professional orientation and development during the college years.

**CURRICULUM FOR THE NON-TEACHING MINOR IN MUSIC**

Required hours:	2
32-101 Music Theory	3
32-102 Music Theory	3
32-112 Music Appreciation	2
32-201 Advanced Music Theory	3
32-311 Music History	3
32-312 Music History	3
Applied Music	6
Music electives (any area)	4

## CURRICULUM FOR A B.A. DEGREE IN SECONDARY EDUCATION WITH A TEACHING FIELD IN COMPREHENSIVE MUSIC GRADES K-12

Required hours:	59
2-101 Music Theory	3
2-102 Music Theory	3
2-112 Music Appreciation	2
2-126 Introduction to Conducting	1
2-201 Advanced Music Theory	3
2-202 Advanced Music Theory	3
2-227 Music Materials and Procedures	3
2-303 Arranging	3
2-304 Form and Analysis	3
2-311 Music History	3
2-312 Music History	3
2-325 Principles of Conducting	5
*Applied Music	20
Music Ensemble (Band Choir, etc.)	4

Includes Senior Music Activity requirement

OTE: In addition, Education 21-426, Special Methods of Teaching Music, three credit hours, is required as part of the Professional Education Block.

### SUPERVISED TEACHING IN MUSIC

Students making application for supervised teaching in the music field will be recommended subject to the approval of the music faculty and the teacher education committee. (See qualifications listed under Education, THE PROFESSIONAL LOCK). The criteria for approval by the music faculty involves the following: (1) review of the student's general qualifications; (2) academic record, specifically in music a 2.5 average; (3) completion of all required music courses except private applied and ensemble credit; and (4) passing the appropriate level of piano proficiency. Students not recommended for supervised teaching may request a re-evaluation after not less than one semester or two summer sessions, during which time it is expected that specified deficiencies will have been eliminated.









# DIVISION OF EDUCATION

*Dr. Robert A. Cleminson, Division Chairman*

## PHILOSOPHY AND OBJECTIVES OF THE TEACHER EDUCATION PROGRAM

### GENERAL OBJECTIVES

1. To provide for the professional preparation of competent beginning teachers for the public schools at the elementary and secondary levels.
2. To inculcate in students the dedication and skills necessary for educational leadership in the school and community.
3. To develop an understanding of the historical and philosophical traditions underlying the American school system.
4. To develop the sensitivity and knowledge necessary to cope with problems of human growth and development.
5. To teach tenable theories relevant to the nature, functioning and assessment of intellectual activity and its motivation in strategies of the teaching-learning scheme.
6. To provide public school teachers with opportunities for continuing professional growth through their association with the teacher education program.
7. To provide a sound preparation for graduate work in education.
8. To provide a climate in which students can develop their potential toward becoming master teachers.

### PROFESSIONAL COMPETENCIES

- A. The student will demonstrate personal qualities and communicative and professional skills critical to successful teaching.
- B. The student will demonstrate proficiency and knowledge in the areas of human and interpersonal relationships.
- C. The student will demonstrate proficiency in classroom management skills.
- D. The student will demonstrate knowledge of the structure of public education and an ability to function within its limitations.
- E. The student will demonstrate a proficiency in planning for instructional strategy.
- F. The student will demonstrate proficiency in classroom instruction.
- G. The student will demonstrate proficiency in classroom evaluation.
- H. The student will show an awareness of the multicultural dimensions of American society and their implications for the educational process.
- I. The student will show an awareness of the nature, etiology, specific characteristics and needs of the exceptional child.

### SELECTION OF CANDIDATES FOR TEACHER EDUCATION

A student desiring to pursue the teacher education program should indicate his intention, if known, at the time of his matriculation and should plan an academic program which will satisfy the requirements of either the Bachelor of Arts in Secondary Education or the Bachelor of Arts in Elementary Education. The student's advisor or members of the faculty of the Division of Education are available to assist in such planning.

Application for status as a teacher candidate in the Teacher Education Program will be made to the Teacher Education Committee while the student is enrolled in education 21-200. At that time the Committee will appraise the student's record and approve as teacher candidates those students who have: 1) a 2.00 overall average in all courses taken, 2) "C" or better grades in English 60-101, 60-102, and Speech

69-202,3) demonstrated promising scholarship in their field(s) of specialization.

A student whose record reveals some remediable deficiency may be granted provisional status as a teacher candidate in the Teacher Education Program until such deficiency is removed. Students denied admission will be informed of the reason(s) for rejection and may appeal to the Teacher Education Committee.

A transfer student desiring to enter the Teacher Education Program should make application immediately after registration. All entrance requirements must be met before final approval will be granted.

Upon being admitted to the Program, each student is assigned an advisor. Personnel in the Division of Education function as advisors for all elementary education majors while secondary education majors have advisors in the divisions relative to their field of specialization.

Records for each teacher candidate are kept in the Office of the Chairman of the Division of Education for purposes of advisement and to provide information for placement and employment.

**THE PROFESSIONAL TEACHER EDUCATION BLOCK**

The professional Teacher Education Block is a semester of professional education courses taken during the teacher candidate's senior year. No other courses or extracurricular activities may be scheduled if they would interfere with the pursuit of course work of the Teacher Education Block. Exceptions to this policy require permission from the Chairman of the Division of Education and the chairman of the division in which the course or activity is scheduled.

A Shepherd College student in secondary education must satisfactorily complete a minimum of eight (8) semester hours of work in his first teaching field and six (6) semester hours of work in his second teaching field at Shepherd College before he can be considered for admission to the Teacher Education Block.

Permission to enroll in the professional block is granted by the Committee to those teacher candidates who apply for entry into the program and who have: (1) an overall average of 2.00 or above in all courses, (2) an average of 2.30 or above in their elementary education specialization or an average of 2.50 or above in the secondary education teaching field(s) (this includes all courses attempted in the area), (3) an average of 2.00 or above in all professional education courses, (4) a minimum grade of "C" in English 60-101, 60-102, and Speech 69-202, (5) a minimum of 90 hours of course work. Satisfactory completion of Education 21-200, 21-301, and 21-302 is prerequisite for admission to the Teacher Education Block for elementary education majors. Admission to the Teacher Education Block for elementary majors requires satisfactory completion of 21-200 and 21-303, and a minimum of two Field Experience classes. No student will be permitted to complete a program in teacher education who has not completed Directed Teaching or obtained a recommendation from the Director of Teacher Education that Directed Teaching can be waived through the substitution of an approved practicum. Such practicums can only be approved for those students who have taught a minimum of three years, one of which occurred within the past five years, and who are willing to substitute work in either Problems of Elementary Education or Problems of Secondary Education for the actual Directed Teaching, plus securing the appropriate recommendation from Principals and Superintendents of the school system where employed.

Courses offered in the professional block include:

Elementary Education Required		*Secondary Education Required	
21-402	3	21-404	
21-445	3	21-455 or 21-456	
21-450 or 21-451			
and/or 21-452, 21-453	6		

\*Special Methods in the student's field of study must be completed prior to or during the professional block but before student teaching can begin.

## MAJOR IN ELEMENTARY EDUCATION

A student majoring in elementary education will pursue a program designed to meet the requirements of the Bachelor of Arts Degree in Elementary Education and the West Virginia State Department of Education requirements for a teaching certificate in grades 1-6. This certificate is recognized by a majority of the states through a reciprocity agreement (the exact listing of states is available in the Division of Education office). To meet these requirements, students must complete the General Studies program, the Elementary Education specialization, the Elementary Education professional program, and the following courses: 71-201 and 71-202 American history, 84-103 and 84-104 Physical Science, and 41-360 School Health Problems.

### CURRICULUM FOR THE ELEMENTARY EDUCATION SPECIALIZATION

total hours required	29
2-100 Music as an Art and Science	2
2-226 Music Materials and Procedures	3
3-320 Art in Elementary Education	2
3-322 Arts and Crafts for the Elementary School	2
1-110 Elementary Education Physical Education Activities	3
1-202 Backgrounds of Literature	3
4-101 Principles of World Geography	3
1-100 Life Science for Elementary Teachers	4
2-100 Chemical Science	4
5-300 Math for Elementary Teachers	3

### CURRICULUM FOR THE EARLY CHILDHOOD ENDORSEMENT

An endorsement in Early Childhood Education leads to the Provisional Professional Certificate for grades N-K. This endorsement can only be added to an Elementary Education, grades 1-6, certificate. A student must have successfully completed a supervised student teaching experience at the N-K level in addition to the following courses:

total hours required	15
1-308 Foundations of Early Education	3
1-400 Instructional Strategies in Early Education	3
1-401 Clinical Experience in Early Education	3
5-304 Child Development	3
9-330 Speech Correction	3

### CURRICULUM FOR MIDDLE CHILDHOOD EDUCATION

West Virginia is currently developing certification patterns and programs for the developing Middle School concept. Students desiring to teach Middle Childhood Education must complete a grade 4-8 program in a subject-matter area and have completed a successful supervised student teaching experience in an approved Middle School for that grade level and in the subject for which the endorsement is being sought. Such an endorsement can only be added to an Elementary Education, grades 1-6, certificate.

Endorsements for grades 4-8 are available in the following subject matter specializations:

Art	Mathematics
General Science	Physical Education
Language Arts	Social Studies

Students seeking additional skills and/or certified teachers desiring to train for the Middle Childhood Education field should complete the following courses:

total hours required	9
1-204 History and Philosophy of the Middle School	3
1-304 Psychology of the Middle School Child	3
1-319 Middle School Curriculum	3

**THE ELEMENTARY EDUCATION PROFESSIONAL PROGRAM**

21-200 Foundations of American Education .....	3
21-303 Human Growth and Development .....	3
21-316 Methods & Field Experience in Science and Math .....	2
21-317 Methods & Field Experience in Social Science .....	2
21-402 General Elementary Education Methods .....	3
21-412 Methods & Field Experience in Language Arts .....	2
21-442 Basic Components of Reading Instruction .....	3
21-445 Remedial Reading .....	3
21-450-453 Directed Teaching .....	6

**MAJOR IN SECONDARY EDUCATION**

A student majoring in secondary education will pursue a program designed to meet the requirements of the Bachelor of Arts Degree in Secondary Education and the West Virginia State Department of Education requirements for a teaching certificate in grades 7-12, 7-9 and/or K-12. To meet the requirements for the Bachelor of Arts in Secondary Education degree, the student must complete the General Studies Program, the 7-12 or K-12 teaching specialization (as described below) and the Secondary Education professional program.

Students may choose one of two types of programs leading to a teaching specialization:

- (1) They may elect to specialize in one teaching field. The following comprehensive fields are available:

K-12 Art	7-12 Home Economics
7-12 Business Education	7-12 Social Studies
K-12 Music Education	
- (2) They may elect to specialize in two non-comprehensive teaching fields: For specific requirements, students must contact the appropriate division as certain fields CANNOT be combined. The following non-comprehensive fields are available:

7-12 Art	7-9 Mathematics
7-12 Biology	7-12 Mathematics
7-12 Business Principles	K-12 Physical Education
7-12 Chemistry	7-12 Physical Education
7-12 English	7-12 Safety Education
7-12 General Science	7-12 Secretarial Studies
K-12 Health Education	K-12 School Library Media
7-9 Language Arts	7-9 Social Studies

**THE SECONDARY EDUCATION PROFESSIONAL PROGRAM**

21-200 Foundations of American Education .....	3
21-301 Adolescent Development .....	3
21-302 Educational Psychology .....	3
21-404 Principles and Practices of Secondary Education .....	4
21-XXX Special Methods (required in major field, recommended in minor field) .....	3
21-455, 21-456 Directed Teaching .....	6



## **CERTIFICATION OF TEACHERS**

### **APPLICATION, RECOMMENDATION, AND RENEWAL**

Each teacher, in order to be eligible to teach in West Virginia and receive pay, must apply for a teacher's certificate through a college, county superintendent or the State Department of Education.

The Provisional Professional Certificate must be recommended by a college. For the Provisional Professional Certificate, the college can recommend a teacher for a certificate provided that the teacher has completed at that college (1) the major portion of his professional requirements or (2) the work required in directed teaching and methods.

Applications must be sent by the college or county superintendent directly to the State Department of Education. No application will be accepted by the State Department if received from the applicant.

IT IS THE PRIMARY RESPONSIBILITY OF EACH STUDENT AND TEACHER TO MAKE SURE THAT HE MEETS REQUIREMENTS FOR HIS CERTIFICATE AND FOR RENEWAL OF HIS CERTIFICATE. The National Teachers Examination must be taken before a student may be recommended for a certificate. Requirements for the various certificates may be obtained from the Office of the Registrar.

### **SCHOLARSHIP REQUIREMENTS FOR ALL CERTIFICATES**

A "C" average is required: (1) on the total college credits earned; (2) on the hours earned in professional subjects; (3) a 2.3 average in the elementary specialization; a 2.5 average in each of the secondary teaching fields. "C" grades are required in each of the two basic English courses 60-101 and 60-102 and Speech 101-202.

### **EXTENSION AND CORRESPONDENCE CREDIT**

The amount of extension and correspondence credit allowed for certification is: Professional Certificate — 28 hours.

Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers with the exception of those earned through colleges and universities cooperating with the United States Armed Forces Institute. Correspondence credit completed before July 1, 1934, if used for certification, shall be included with the maximum permitted for extension.

### **MAXIMUM CREDIT ALLOWED FOR TEACHERS IN SERVICE**

Within the school year, an in-service teacher may earn a maximum of twelve semester hours of credit. No more than six semester hours may be earned in any one semester.

### **VALIDITY OF CERTIFICATES**

Professional and Provisional Professional Elementary Certificates are valid in the first six grades of the public school. Completion of the Early Education Endorsement qualifies students for certification N-K through grade 6. Completion of a grade 4-8 specialization and a successful teaching experience in an approved Middle School will enable the student to add that subject endorsement to an elementary education certificate. Professional and Provisional Secondary Certificates are valid in grades 7 through 12, or K through 12.

### **SUBSTITUTE TEACHERS**

Substitute teachers are certified on the same basis as teachers regularly employed.

## THE COOPERATIVE TRAINING PROGRAM

A program for the preparation of teachers of the deaf and blind is jointly sponsored by Shepherd College and the West Virginia Schools for the Deaf and the Blind, Jack Brady, Superintendent.

Faculty teaching courses in the Education of the Deaf:

Mr. Dan Haught, Mr. Robert Linzey and Mrs. Annette Thompson

Faculty teaching courses in the Education of the Blind:

Mr. Charles Boyer, Mr. Seldon Brannon and Mr. Max Carpenter.

Recognizing the need for teachers of the deaf and the blind child, the West Virginia Board of Regents, the West Virginia State Board of Education, Shepherd College, and the West Virginia Schools for the Deaf and Blind have undertaken a cooperative program designed to prepare teachers in these two areas of special education.

Students desiring to enter the program must fulfill all requirements of the regular teacher education program leading to the Professional Block. One semester of instruction in methods and supervised teaching on the campus of West Virginia Schools for the Deaf and Blind at Romney is substituted for the regular Professional Block. It should be noted that completion of this program will enable a student to graduate, but will not meet regular teacher certification standards for the public schools.

Any student desiring further information concerning the program or wishing to apply should contact the Chairman of the Division of Education.

## HOME ECONOMICS

The primary purpose of the Home Economics Department is to educate men and women for the professions which serve individuals, families, and the community. The College offers three programs in Home Economics.

### CURRICULUM FOR A MAJOR IN GENERAL HOME ECONOMICS

This program is designed for the student who desires a broad background in home economics. The variety and scope of jobs in the business community held by individuals with a home economics degree grows annually as employees in business and industry learn more about the education and experience of home economists. In selecting a minor, students may choose a minor which complements their home economics courses and enhance their employment possibilities.

Upon satisfactory completion of the general home economics curriculum, a student is awarded a Bachelor of Science degree.

Total hours required	43*
25-101 Textiles	3
25-102 Clothing	3
25-201 Food for the Family	3
25-202 Food & Meal Management	3
25-300 Marriage Relations	3
73-303 The Family (Sociology)	3
25-301 Advanced Clothing	3
25-304 Child Development	3
25-305 Home Equipment	2
25-306 Home Furnishings	3
25-307 Home Management	2
25-308 Housing	3
25-318 Nutrition	3
25-403 Consumer Economics	3
25-405 Home Management Residence	3

\*A student is required to take the courses listed in the catalog under "General Studies" except that Elementary Chemistry 82-103 and 82-104 will be substituted for the science requirement.

## CURRICULUM FOR A MINOR IN HOME ECONOMICS

Students in any curricula may choose home economics as a minor.

total hours required	24
5-101 Textiles	3
5-102 Clothing	3
5-201 Food for the Family	3
5-300 Marriage Relations	3
5-304 Child Development	3
5-306 Home Furnishings or Housing 25-308	3
5-318 Nutrition	3
5-403 Consumer Economics	3

## CURRICULUM FOR A TEACHING FIELD IN HOME ECONOMICS — SECONDARY\* — GRADES 7-12

The home economics education student is provided with experiences to increase knowledge and skill in preparation for teaching home economics in grades 7-12. Home economics education is a comprehensive field in which a second field of study is not required. Upon satisfactory completion of curriculum requirements, the student is awarded a Bachelor of Arts Degree in Secondary Education and must apply to the State Department of Education for certification through the Office of the Registrar.

total hours required	55
5-101 Textiles	3
5-102 Clothing	3
5-201 Food for the Family	3
5-202 Food & Meal Management	3
5-300 Marriage Relations	3
3-303 The Family (Sociology)	3
5-301 Advanced Clothing	3
5-304 Child Development	3
5-305 Home Equipment	2
5-306 Home Furnishings	3
5-307 Home Management	2
5-308 Housing	3
5-318 Nutrition	3
5-403 Consumer Economics	3
5-405 Home Management Residence	3
1-428 Methods of Teaching Home Economics at the Secondary level	4
1-429 Methods of Teaching Home Economics at the Adult level	2

\*Electives with consent of advisor . . . . . 6

Home Economics education students — Six hours of electives must be chosen from the following areas: history, psychology, sociology, science, English, mathematics or foreign language.

## PROGRAMS IN FASHION MERCHANDISING

Fashion Merchandising is a field for creative, enthusiastic young men and women. It offers opportunities for a challenging career in retail fashion. The student can select a certificate program or an Associate of Science degree.

### ASSOCIATE OF SCIENCE DEGREE

Total hours required		60
60-101,102	Written English	6
11-150	Introduction to Business	3
25-101	Textiles	3
25-102	Clothing	3
11-201,202	Introductory Accounting	6
11-340	Marketing	3
12-205	Principles of Economics	3
12-206	Economic Problems	3
25-301	Advanced Clothing	3
25-210	Demonstration Techniques	2
25-302 or 306	Tailoring or Home Furnishings	3
25-403	Consumer Economics	3
11-345	Written Communications in Business	3
11-350	Retailing	3
11-370	Advertising	3
11-360	Salesmanship	3
25-450	Service Industry Externship	3
	Electives	6

### CERTIFICATE

Total hours required		36
60-101	Written English	3
11-150	Introduction to Business	3
25-101	Textiles	3
25-102	Clothing	3
25-301	Advanced Clothing	3
11-201,202	Introductory Accounting	6
11-300	Retailing	3
11-370	Advertising	3
12-205	Principles of Economics	3
11-360	Salesmanship	3
25-450	Service Industry Externship	3

## PSYCHOLOGY

Shepherd College offers a program in psychology leading to the Bachelor of Arts degree.

The purpose of the psychology program includes the following:

- (1) To encourage the student to pursue a traditionally oriented liberal arts curriculum as a broad educational foundation.
- (2) To expose the student to the nature of scientific explanation and scientific research within psychology, as well as to provide him with a conceptual framework for the understanding of human behavior.
- (3) To provide, for the qualified student, actual experience in career settings involving teaching or research or service work within psychology, or a combination of these — (this is accomplished through our practicum program).
- (4) To contribute to the preparation of the student for admission to graduate school and to schools offering advanced professional certification.

In addition to the major in psychology, a student must also complete the General Studies program and select a minor field of study to meet graduation requirements.



ents. Although the minor can be selected from any of the possible minors offered by Shepherd College, for those who desire to attend graduate school in psychology minors in biology, data processing, and/or mathematics are especially recommended.

### CURRICULUM FOR A MAJOR IN PSYCHOLOGY

The curriculum for a major in psychology requires 34 hours. Sixteen hours are required and eighteen additional hours are to be selected from a prescribed listing. Note: With permission of the Chairman of the Division of Education and the student's advisor, six of the eighteen elective hours may be career-track electives. These are courses that clearly relate to the student's career plans but they cannot overlap with courses comprising the student's minor field of study.)

Required hours:	16
22-103 Introduction to Psychology	3
22-104 General Psychology	3
22-200 Data Analysis in Psychology	3
22-400 Experimental Psychology	4
85-314** Statistics	3
Electives	18
21-301 Adolescent Development	3
21-302 Educational Psychology	3
21-415 Tests and Measurements	3
22-205 Social Psychology	3
22-211 Introduction to Clinical Psychology	3
22-302 Psychology of Mental Health	3
22-310 Psychology of Personality	3
22-312 Practicum in Psychology	3
22-320 History and Systems of Psychology	3
22-360 Abnormal Psychology	3
22-362 Psychology of Learning and Cognition	3
22-363 Physiological Psychology	3
22-364 Lifespan Developmental Psychology	3
25-304 Child Development	3

Psychology majors may fulfill the General Studies Mathematics requirement by completing 104 (or 85-105) and 85-314 in lieu of 85-215. Psychology majors may substitute 85-205, Calculus with Applications for 85-314, Statistics. With the permission of the Division of Science and Mathematics, 11-224, Business Statistics may be substituted for 85-314.

### CURRICULUM FOR A MINOR IN PSYCHOLOGY

Required hours	21
21-301 Adolescent Development	3
22-103 Introduction to Psychology	3
22-104 General Psychology	3
22-205 Social Psychology	3
22-310 Psychology of Personality	3
22-360 Abnormal Psychology	3
25-304 Child Development	3
Electives	3
21-302 Educational Psychology	3
or	
21-415 Tests and Measurements	3
or	
22-302 Psychology of Mental Health	3



# DIVISION OF HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY

*Dr. Michael B. Josephs, Division Chairman*

The Division seeks (1) to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, desirable habits of personal and community health, and safety, (2) to prepare teachers of health education, physical education, safety education, and coaches of sports activities for the elementary and secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to do graduate work in health education, physical education, safety education, and recreation, (5) to prepare men and women for leadership in recreation, (6) to provide opportunities for students and faculty to participate in a variety of recreational activities, (7) to prepare students to enter the fields of corrective and physical therapy, and (8) to prepare first aid and water safety instructors under the auspices of the American Red Cross.

## TEACHING FIELDS IN HEALTH EDUCATION, PHYSICAL EDUCATION AND SAFETY EDUCATION

In addition to the specific teaching field curricula outlined in the following programs of Health Education, Physical Education and Safety Education, all students who pursue any one or a combination of specializations in these areas must complete the following:

Participate in professional growth experiences with school age youth. Complete six of the following experiences. Experiences not to be repeated. A minimum of one for each year prior to senior year.

- a. Observation for one semester in each area of specialization.
- b. Participation in intramurals as a player.
- c. Participation in intercollegiate athletics.
- d. Participation in organization and/or administration of intramurals.
- e. Participation in organization and/or administration of intercollegiate athletics.
- f. Participation in workshop clinic in activities related to each specialization.
- g. Participation in organization and/or administration of workshop clinic in activities related to specialization.
- h. Hold active membership and participate in majority of meetings in professional organization (SAHPER or Phi Epsilon Kappa) the first year of attendance at Shepherd College.
- i. Participate in a State, District, or National professional meeting.
- j. Participate in club activities sponsored by the Physical Education Division.
- k. Certification as a sports official by the state certifying agency.
- l. Teach an ARC First Aid Course of instruction.
- m. Teach a water safety course of instruction.

During the sophomore year, serve as a student assistant for one semester in the Physical Education Division. Assignments for the student assistantship will be available from the Chairman of the Division of HPERS.

## SECOND TEACHING FIELD

Students who elect physical education K-12 or 7-12, health education K-12, or safety education 7-12 as a teaching field must choose a second teaching field. Course requirements for these fields will be found elsewhere in the catalog.

## CORRECTIVE THERAPY

Students taking a teaching field in physical education may also make application through the division chairman for Physical Education 41-408 Field Work in Corrective Therapy at the Veterans Administration Center, Martinsburg, West Virginia.

## HEALTH EDUCATION

### CURRICULUM FOR HEALTH EDUCATION GRADES K-12

Total hours required for the specialization ..... 2  
One of the following two courses ..... 3

25-300 Marriage Relations or 25-318 Nutrition .....	3
41-103 Personal and Community Health .....	3
41-216 Safety Education .....	3
41-324 Applied Anatomy and Physiology .....	4
*41-353 First Aid .....	2
41-360 School Health Problems .....	3
41-496 Administration of Health and Physical Education .....	3
41-409 Current Trends in Health and Safety Education .....	3

\*41-304 Care and Prevention of Athletic Injuries *and*

41-353 must be taken by students in the Physical Education specializations to satisfy Health Education requirements.

Students selecting specializations in both Physical Education *and* Health Education must, with approval of their advisor, complete an *additional six hours* from the following list of courses or other approved electives. Courses taken above may *not* be repeated.

22-302 Psychology of Mental Health .....	3
Either of the following two courses, not otherwise completed:	
25-300 Marriage Relations or 25-318 Nutrition .....	3
41-104 Foundations of Health and Physical Education .....	3
**81-225 Human Anatomy and Physiology .....	3
**81-226 Human Anatomy and Physiology .....	3

\*\*Does *not* satisfy General Studies Science Requirement

NOTE: Students preparing for certification for grades K through 12 must complete 21-43 Special Methods of Teaching Physical Education and Health Education in the Elementary and Secondary schools and must do student teaching at both the elementary and secondary levels.



**PHYSICAL EDUCATION****CURRICULUM FOR PHYSICAL EDUCATION GRADES K-12**

Total hours required for the specialization .....	41
Required courses in Theory .....	26
1-103 Personal and Community Health .....	3
1-104 Foundations of Health and Physical Education .....	3
One of the following two courses .....	2
41-225 Administration of Intramurals .....	2
or	
41-343 Theory and Psychology of Coaching .....	2
Two of the following five courses in Officiating .....	2
41-251 Football Officiating .....	1
41-252 Basketball Officiating .....	1
41-260 Volleyball Officiating .....	1
41-261 Softball-Baseball Officiating .....	1
41-263 Field Hockey-Basketball Officiating .....	1
One of the following two courses .....	2
41-304 Care and Prevention of Athletic Injuries .....	2
or	
41-353 First Aid .....	2
1-324 Applied Anatomy and Physiology .....	4
1-401 Adapted Physical Education .....	2
1-405 Kinesiology .....	3
1-406 Administration of Health and Physical Education .....	3
1-410 Tests and Measurements in Health Education and Physical Education .....	2
Required Movement Experiences .....	15
1-110 Elementary School Physical Education Activities .....	3
Team Sports, any two of the following six courses: .....	4
41-215 Basketball-Football .....	2
41-218 Baseball-Wrestling .....	2
41-224 Field Hockey-Basketball .....	2
41-230 Soccer-Lacrosse .....	2
41-231 Volleyball-Softball .....	2
41-327 Track and Field .....	2
Individual and Dual Sports, any one of the following four courses: .....	2
41-226 Archery-Bowling .....	2
41-227 Tennis-Badminton .....	2
41-241 Golf-Angling .....	2
41-242 Handball-Physical Conditioning-Paddle Tennis .....	2
1-243 Movement and Rhythms .....	2
1-246 Games and Aquatics .....	2
1-247 Tumbling and Gymnastics .....	2
OTE: Students preparing for certification for grades K through 12 must complete 21-431, Special Methods of Teaching Physical Education and Health Education in the Elementary and Secondary Schools and must do student teaching at both the elementary and secondary levels.	

**PHYSICAL EDUCATION****CURRICULUM FOR PHYSICAL EDUCATION GRADES 7-12**

Total hours required for the specialization .....	38
Required courses in Theory .....	26
1-103 Personal and Community Health .....	3
1-104 Foundations of Health and Physical Education .....	3
One of the following two courses .....	2
41-225 Administration of Intramurals .....	2
or	
41-343 Theory and Psychology of Coaching .....	2

Two of the following five courses in Officiating .....	2
41-251 Football Officiating .....	1
41-252 Basketball Officiating .....	1
41-260 Volleyball Officiating .....	1
41-261 Softball-Baseball Officiating .....	1
41-263 Field Hockey-Basketball Officiating .....	1
One of the following two courses .....	2
41-304 Care and Prevention of Athletic Injuries .....	2
or	
41-353 First Aid .....	2
41-324 Applied Anatomy and Physiology .....	4
41-401 Adapted Physical Education .....	2
41-405 Kinesiology .....	3
41-406 Administration of Health and Physical Education .....	3
41-410 Tests and Measurements in Health Education and Physical Education .....	2
Required Movement Experiences .....	12
Team Sports, any two of the following six courses: .....	4
41-215 Basketball-Football .....	2
41-218 Baseball-Wrestling .....	2
41-224 Field Hockey-Basketball .....	2
41-230 Soccer-Lacrosse .....	2
41-231 Volleyball-Softball .....	2
41-327 Track and Field .....	2
Individual and Dual Sports, any one of the following four courses: .....	2
41-226 Archery-Bowling .....	2
41-227 Tennis-Badminton .....	2
41-241 Golf-Angling .....	2
41-242 Handball-Physical Conditioning-Paddle Tennis .....	2
41-243 Movement and Rhythms .....	2
41-246 Games and Aquatics .....	2
41-247 Tumbling and Gymnastics .....	2



**CURRICULUM FOR PHYSICAL EDUCATION GRADES 4-8**

total hours required for the specialization .....	24
1-103 Personal and Community Health .....	3
1-104 Foundations of Health and Physical Education .....	3
1-110 Elementary School Physical Education Activities .....	3
any one of the following six team sports .....	2
41-215 Basketball-Football .....	2
41-218 Baseball-Wrestling .....	2
41-224 Field Hockey-Basketball .....	2
41-230 Soccer-Lacrosse .....	2
41-231 Volleyball-Softball .....	2
41-327 Track and Field .....	2
any one of the following Individual and Dual Sports .....	2
41-226 Archery-Bowling .....	2
41-227 Tennis-Badminton .....	2
41-241 Golf-Angling .....	2
41-242 Handball-Physical Conditioning- Paddle Tennis .....	2
1-243 Movement and Rhythms .....	2
1-247 Tumbling and Gymnastics .....	2
1-353 First Aid .....	2
1-360 School Health Problems .....	3
1-401 Adapted Physical Education .....	2

**SAFETY EDUCATION****CURRICULUM FOR SAFETY EDUCATION GRADES 7-12**

total hours required for the specialization .....	17
1-216 Safety Education .....	3
1-217 School and Highway Transportation .....	2
one of the following three courses .....	2
41-304 Care and Prevention of Athletic Injuries .....	2
41-353 First Aid .....	2
41-361 Disaster Preparedness and Emergency Systems .....	2
1-318 Introduction to Driver and Traffic Safety Education .....	3
1-319 Laboratory Programs in Drivers Education .....	4
1-409 Current Trends in Health and Safety Education .....	3
NOTE: Students in this specialization are urged to take the following courses as electives, if possible:	
11-320 Safety Management .....	3
22-103 Introduction to Psychology .....	3
41-219 Motorcycle Safety .....	2
88-312 OSHA 1 .....	3
21-305 Audio Visual Aids .....	3

**RECREATION**

The recreation major curriculum prepares the student for a variety of occupational opportunities as a recreation professional in any of the following types of recreation agencies: commercial, governmental, private, parks, camps, military, community campus, etc. Students who desire to work as a recreation therapist in one of the many therapeutic recreation settings (hospitals, institutions, nursing homes, prisons, etc.) and acquire certification in therapeutic recreation must complete, in addition to the Recreation Major Curriculum, the requirements for the *specialization in Therapeutic Recreation*. These curriculums blend theory with practical and professional experiences to develop the student into a well prepared recreation professional.

## SPECIAL REQUIREMENTS FOR A MAJOR IN RECREATION

Because the recreation graduate must be involved with people, must be aware of the many changes taking place within the recreation profession, and must have demonstrated successful on-the-job experience, even prior to graduation and, simply in order to have any chance of getting a job, there are certain out-of-class requirements and suggestions that must be fulfilled by all recreation majors.

These are:

1. It is **required** that a recreation major be an active member of SAHPER during all semesters, except the internship semester, he or she is enrolled as full-time recreation student at Shepherd.\*
2. It is **required** that a recreation major be an active member of their State Recreation Association, the West Virginia Recreation and Park Association or the Maryland Recreation and Park Society during all semesters he or she is enrolled as full-time recreation student at Shepherd.\*
3. It is **required** that a recreation major attend at least one local (held at Shepherd College) Conference or clinic and one State or National Conference or clinic each year he or she is enrolled as a full-time student at Shepherd.\*
4. It is **suggested** that each recreation major be a member of the National Recreation and Parks Association during all semesters he or she is enrolled as a recreation major at Shepherd.
5. It is **suggested** that each recreation major obtain a summer or part-time job within the field of recreation during all school years he or she is enrolled in the recreation curriculum. Summer positions should be obtained 3-6 months in advance. Check the job bulletin board in the Gymnasium or with the Student Development Office for summer and part time job openings.

\*Upon completion of this requirement, the student must submit a form to his or her advisor indicating that this requirement has been fulfilled. The form will be kept in the student's permanent folder. Forms may be obtained from the Division Chairman or the advisor.





**CURRICULUM FOR A MAJOR IN RECREATION**

Total hours required for a major in Recreation .....	70
Required courses in Health, Physical Education, Recreation and Safety .....	33
PE-103 Personal and Community Health .....	3
PE-140 Introduction to Recreation .....	3
PE-225 Administration of Intramural Athletics .....	2
PE-300 Swimming .....	1
PE-316 Recreation Programming .....	3
PE-332 Camp Counseling .....	2
PE-345 Recreation Leadership .....	3
PE-353 First Aid .....	2
PE-370 Outdoor Recreation .....	2
PE-390 Administration of Aquatics .....	3
PE-407 Administration of Recreation .....	3
PE-450 Internship in Recreation .....	6
Elective courses in Health, Physical Education, Recreation and Safety (selected from the courses listed below) .....	10
PE-41-110 Elementary School Physical Education .....	3
PE-41-215 Basketball and Football .....	2
PE-41-218 Baseball and Wrestling .....	2
PE-41-224 Field Hockey and Basketball .....	2
PE-41-226 Archery and Bowling .....	2
PE-41-227 Tennis and Badminton .....	2
PE-41-230 Soccer and Lacrosse .....	2
PE-41-231 Volleyball and Softball .....	2
PE-41-241 Golf and Angling .....	2
PE-41-243 Movement and Rhythms .....	2
PE-41-246 Games and Aquatics .....	2
PE-41-247 Tumbling and Gymnastics .....	2
PE-41-240 Field Experience in Recreation .....	2
PE-41-251 Football Officiating .....	1
PE-41-252 Basketball Officiating .....	1
PE-41-260 Volleyball Officiating .....	1
PE-41-261 Softball-Baseball Officiating .....	1
PE-41-327 Track and Field .....	2
Required courses from outside the Division .....	27
PE-150 Introduction to Business .....	3
PE-305 Audio-Visual Aids .....	3
PE-103 Introduction to Psychology .....	3
PE-352 Crafts .....	3
Choose one of the following two Journalism Courses .....	3
PE-62-101 Introduction to Journalism .....	3
or	
PE-62-204 News Writing .....	3
PE-204 Elements of Dramatic Production .....	3
Science courses numbered 300 or 400 level approved by advisor .....	9
<b>SPECIALIZATION IN THERAPEUTIC RECREATION</b>	
The following courses must be taken in addition to the required courses listed above.	
PE-360 Abnormal Psychology .....	3
PE-330 Introduction to Therapeutic Recreation .....	3
PE-401 Adapted Physical Education .....	2
PE-402 Practicum Laboratory Work in Adapted Physical Education .....	2
In addition, the required science elective must be appropriate for the Therapeutic Specialization and PE-450 The Recreation Internship must take place in an approved Therapeutic Recreation setting under the direction of a Certified Recreation Therapist.	



# **DIVISION OF LANGUAGES AND LITERATURE**

*Dr. Lee Keebler, Division Chairman*

The Division of Languages and Literature offers a diverse number of programs which seek to enable college students to teach on the secondary or elementary level, to enter graduate school, or to pursue a professional career. Minor fields of study are available. Courses are offered in disciplines which do not lead to a degree, but whose purpose is to provide greater depth of knowledge. In addition to providing opportunities for learning practical language skills, the Division seeks to prepare students to live in the complex modern world by introducing them to perspectives offered by the humanities. Through these perspectives, sociological and personal barriers may be broken down, and the possibilities as well as the paradoxes of life, may be better understood.

**EACH DISCIPLINE HAS SPECIFIC OBJECTIVES:**

## **ENGLISH**

1. To encourage students to think critically and to communicate their thoughts effectively by teaching them the skills necessary to use the English language correctly on all occasions.
2. To contribute to a student's education in the humanities by exposing him to some of the world's best literature.
3. To prepare students capable of teaching English on the elementary or secondary level.
4. To provide students, particularly English majors, with a broad background in languages and literature which will enable them to pursue graduate study.
5. To give students a knowledge of the basic tools of the English field which will enable them to pursue any vocation with more ease and understanding.

## **JOURNALISM**

1. To prepare students to teach courses in journalism on the secondary level.
2. To train students to edit school papers, do publicity, or accept other journalistic responsibilities.
3. To give students a background in journalism sufficient to pursue graduate study in the field with the intent of teaching journalism or of entering a professional career in journalism.
4. To provide practical guidance in understanding and producing the materials of mass communication media as they exist in today's world.

## **LIBRARY SCIENCE**

1. To develop a competency-based media resource program for undergraduates.
2. To provide beginning teachers with sufficient skills in the use of media resource centers to enable them to serve as instructional leaders.
3. To educate the school library media specialist to function in instructional media centers in elementary through secondary schools.
4. To inculcate a foundation for graduate study in the field of librarianship.

## **MODERN LANGUAGES**

1. To introduce students to the language, literature, and culture of France and Germany.

2. To train students to teach French on the junior or secondary level.
3. To give students an adequate background in French or German sufficient to pursue graduate study, or to pursue a professional career where a knowledge of modern languages is necessary.
4. To encourage students who study French or German to spend a summer or a year abroad.
5. To impress on students, and professors in all divisions, the values attached to a knowledge of modern languages in such areas as grammar, pronunciation, literature, and history.

## **SPEECH, DRAMA, RADIO BROADCASTING**

1. To provide an opportunity for students to develop an understanding and an appreciation of speech, drama, and radio broadcasting as part of a general education.
2. To prepare students to teach speech and drama on the secondary, junior, or elementary level.
3. To provide students with a background which will enable them to pursue graduate study, or to pursue a professional career.
4. To give interested students additional practical experience in drama, forensics, and radio broadcasting through extra curricular activities on campus and off campus.
5. To instill in the student body a realization that the activities of the department are cultural and entertaining.

## **SPECIAL REQUIREMENTS FOR ENGLISH MAJORS AND A TEACHING FIELD IN ENGLISH GRADES 7 THROUGH 12, OR IN LANGUAGE ARTS GRADES 7 THROUGH 9**

1. Junior Competency Examination. All English majors and student teachers will take a competency examination toward the end of the first or second semester of their junior year. The primary purpose of the exam is to determine the student's level of competency in composition and grammar and to demonstrate his knowledge of the material in the basic survey courses. Scores of student teachers will be sent to the Teacher Education Committee with a recommendation regarding admission to the teaching field. Scores of English majors will be sent to their advisors.
2. Senior Merit Examination. Students with a teaching field in English Grades 7 through 12, or in Language Arts Grades 7 through 9, will take a Senior Merit exam during the first semester of their final year as part of the course "Special Methods in the Teaching of English." The score will help determine the grade for the course and will become a matter of record for job questionnaires. English majors will take the exam toward the end of the senior year. The purpose of this exam is to allow the student to demonstrate his knowledge of English and American literature as presented in upper division courses.  
Students of either group whose scores warrant it will be granted special recognition.



**ENGLISH****CURRICULUM FOR A MAJOR IN ENGLISH**

Total hours required for an English major .....	30
Required courses:	
60-331 Modern Grammar .....	3
60-332 Advanced Composition .....	3
60-405 History of the English Language .....	3
61-210	
or 61-211 *Survey of English Literature .....	3
61-303 Shakespeare .....	3
61-310 American Literature .....	3
Electives	
ONE course from each of the following groups:	
Major writers:	
61-430 Chaucer .....	3
61-435 Milton .....	3
Literature of other countries:	
61-300 Mythology .....	3
61-304 Early Dramatic Literature .....	3
61-305 Modern Dramatic Literature .....	3
61-308 Bible as Literature .....	3
61-313 World Literature .....	3
61-314 World Literature .....	3
61-416 Great Books .....	3
61-417 Great Books .....	3
Courses dealing with a genre:	
61-301 Short Story .....	3
61-309 Poetry .....	3
61-312 American Ethnic Literature .....	3
61-315 English Novel .....	3
61-360 American Fiction .....	3
61-361 American Poetry .....	3
61-436 Literary Criticism .....	3
Courses dealing with a literary period:	
61-302 Contemporary American Literature .....	3
61-306 Literature of the English Renaissance .....	3
61-316 Victorian Literature .....	3
61-317 Romantic Literature .....	3
61-321 Eighteenth Century English Literature .....	3
61-420 The Modern Novel .....	3
Seminars: May be substituted for a course in any appropriate grouping listed above:	
61-405 Seminar in Literature .....	3
61-406 Seminar in Literature .....	3
61-407 Seminar in Literature .....	3
The English major will take both courses, 61-210 and 61-211, one of which is a General Studies Requirement.	

**CURRICULUM FOR A MINOR IN ENGLISH**

Total hours required for an English minor .....	27*
Required, 12 hours:	
61-303 Shakespeare .....	3
Electives from composition and literature courses numbered 300 or above .....	9
*This includes 15 hours of General Studies requirements in the field of Languages and Literature as listed under the Program of General Studies.	

**CURRICULUM FOR A TEACHING FIELD IN ENGLISH GRADES 7 THROUGH 12**

Total hours required for a teaching field ..... 42

## Required courses:

60-331	Modern Grammar .....	3
60-332	Advanced Composition .....	3
60-405	History of the English Language .....	3
61-210		
or 61-211	*Survey of English Literature .....	3
61-303	Shakespeare .....	3
61-307	Adolescent Literature .....	3
61-310	American Literature .....	3
69-200	Voice and Diction .....	3
69-323	Oral Interpretation of Literature .....	3
21-442	Basic Components of Reading Instruction .....	3

## Electives

ONE course from each of the following groups:

## Major writers:

61-430	Chaucer .....	3
61-435	Milton .....	3

## Literature of other countries:

61-300	Mythology .....	3
61-304	Early Dramatic Literature .....	3
61-305	Modern Dramatic Literature .....	3
61-308	Bible as Literature .....	3
61-313	World Literature .....	3
61-314	World Literature .....	3
61-416	Great Books .....	3
61-417	Great Books .....	3

## Courses dealing with a genre:

61-301	Short Story .....	3
61-309	Poetry .....	3
61-312	American Ethnic Literature .....	3
61-315	English Novel .....	3
61-360	American Fiction .....	3
61-361	American Poetry .....	3
61-436	Literary Criticism .....	3

## Courses dealing with a literary period:

61-302	Contemporary American Literature .....	3
61-306	Literature of the English Renaissance .....	3
61-316	Victorian Literature .....	3
61-317	Romantic Literature .....	3
61-321	Eighteenth Century English Literature .....	3
61-420	The Modern Novel .....	3

Seminars: May be substituted for a course in any appropriate grouping listed above:

61-405	Seminar in Literature .....	3
61-406	Seminar in Literature .....	3
61-407	Seminar in Literature .....	3

\*The English major will take both courses, 61-210 and 61-211, one of which is a General Studies Requirement.

With the consent of the Chairman of the Division and the student's advisor, a student may substitute one course in theatre, speech or journalism for one English elective.

At the beginning of his senior year, the teacher candidate, as a prerequisite to enrollment in the Professional Block, must indicate participation in at least two laboratory activities: theater, forensics, radio, tutoring, or Seminar in Grammar. Approval is based upon written statements by the instructor(s) supervising such activities. The statements are then submitted to the student's advisor for verification and then forwarded to the Division Chairman.

All prospective English teachers will take Education 21-421, Special Methods in the Teaching of English, as part of the teaching block.

## CURRICULUM FOR A TEACHING FIELD IN LANGUAGE ARTS GRADES 7 THROUGH 9

Total hours required for a teaching field ..... 30

Required courses:

0-331	Modern Grammar .....	3
0-332	Advanced Composition .....	3
1-210		
or 61-211	*Survey of English Literature .....	3
1-307	Adolescent Literature .....	3
1-310	American Literature .....	3
9-200 or	Voice and Diction .....	
69-323	Oral Interpretation of Literature .....	3
1-442	Basic Components of Reading Instruction .....	3

Electives:

ONE course from each of the following groups:

Major writers:

61-303	Shakespeare .....	3
61-430	Chaucer .....	3
61-435	Milton .....	3

Literature of other countries:

61-300	Mythology .....	3
61-304	Early Dramatic Literature .....	3
61-305	Modern Dramatic Literature .....	3
61-313	World Literature .....	3

61-416		
or 61-417	Great Books .....	3

Literary periods or a genre:

61-301	Short Story .....	3
61-302	Contemporary American Literature .....	3
61-306	Literature of the English Renaissance .....	3
61-309	Poetry .....	3
61-312	American Ethnic Literature .....	3
61-315	The English Novel .....	3
61-316	Victorian Literature .....	3
61-317	Romantic Literature .....	3
61-321	Eighteenth Century English Literature .....	3
61-360	American Fiction .....	3
61-361	American Poetry .....	3
61-420	The Modern Novel .....	3
61-425	Elizabethan Drama .....	3
61-436	Literary Criticism .....	3

Seminars: May be substituted for a course in any appropriate groupings listed above:

61-405	Seminar in Literature .....	3
61-406	Seminar in Literature .....	3
61-407	Seminar in Literature .....	3

The English major will take both courses, 61-210 and 61-211, one of which is a General Studies Requirement.

With the consent of the Chairman of the Division and the student's advisor, a student may substitute one course in theatre, speech or journalism for one English elective.

At the beginning of his senior year, the teacher candidate, as a prerequisite to enrollment in the Professional Block, must indicate participation in at least two laboratory activities: theater, forensics, radio, tutoring, or Seminar in Grammar. Approval is based upon written statements by the instructor(s) supervising such

activities. The statements are then submitted to the student's advisor for verification and then forwarded to the Division Chairman.

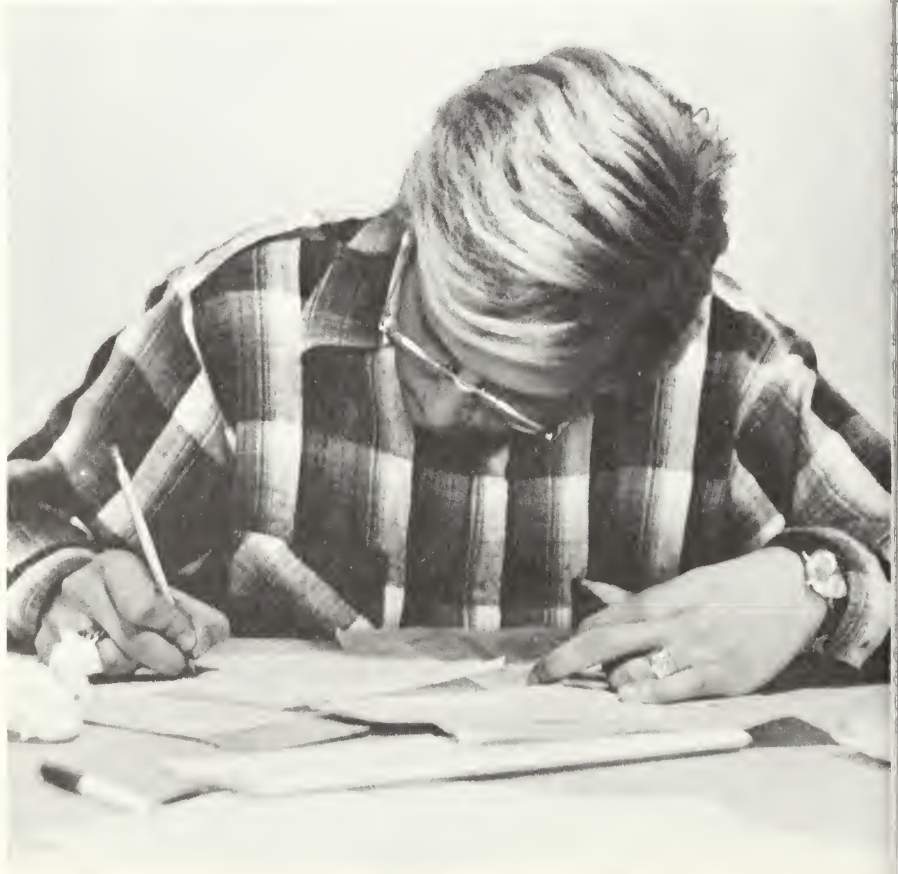
All prospective English teachers will take Education 21-421, Special Methods in the Teaching of English, as part of the teaching block.

**CURRICULUM FOR A TEACHING FIELD IN LANGUAGE ARTS GRADES 4  
THROUGH 8**

Total hours required for a teaching field .....	22
Required courses:	
21-442 Basic Components of Reading Instruction .....	3
21-445 Remedial Reading .....	3
60-331 or Modern Grammar .....	
60-332 Advanced Composition .....	3
60-439 or Seminar in Grammar .....	
60-440 Seminar in Grammar .....	1
61-204 Survey of American Literature .....	3
61-301 Short Story .....	3
69-200 Voice and Diction .....	3
69-204 Elements of Dramatic Production .....	3

\*This includes 61-204 which is a general studies requirement.

All prospective English teachers will take Education 21-421, Special Methods in the Teaching of English, as part of the teaching block.





## JOURNALISM

### CURRICULUM FOR A MINOR IN JOURNALISM

The curriculum for a minor in journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages, sociology and Social Problems 73-205 would also be helpful. Total hours required for a minor . . . . . 21

Required courses:

62-204	News Writing . . . . .	3
62-206	Editing and Make-up . . . . .	3
62-305	News Story Types . . . . .	3
62-306	Feature and Editorial Writing . . . . .	3
62-310	Propaganda and Public Opinion . . . . .	3
Electives from the field of journalism . . . . .		6

## LIBRARY SCIENCE (SCHOOL LIBRARY-MEDIA)

The School Library-Media curriculum is designed primarily to prepare students to become effective School Library-Media Specialists.

To pursue the School Library-Media courses in a sequential order the students should be enrolled in the program by the first term of their sophomore year. The student should contact the chairman of the department during his freshman year to plan his program.

All students in the School Library-Media program must earn a 2.0 grade in each course. Those students in the Teacher Education program must have an average of 2.5 for secondary education and 2.3 for elementary education in the School Library-Media courses and must have received admission to the Professional Education Block as prerequisite to enrollment in 63-318 Library Practice.

Students who expect to attend graduate school should strive for an average of 3.0. They should plan their courses so as to obtain a background of general knowledge. Electives should be selected from the areas of social studies, English, economics, sociology, political science, psychology, education, accounting, speech, business education, modern foreign languages (French or German). The ability to type is a necessity.

The School Library-Media specialization must be selected in combination with specialization for classroom teaching in grades K-12, 7-12, 7-9, or elementary grades 1-6. A minimum of 24 credit hours is required for West Virginia certification of School Library-Media personnel with these specializations. Student teaching will be done in the student's first field in order to give the prospective School Library-Media specialist the teacher's viewpoint as well as certification in that field.

### CURRICULUM FOR A MINOR OR A TEACHING FIELD IN SCHOOL LIBRARY-MEDIA

Required courses . . . . .		24 hours
63-302	Library Materials for Children . . . . .	3 hours
63-303	Library Materials for Adolescents . . . . .	3 hours
63-306	Reference and Bibliography . . . . .	3 hours
63-310	Instructional Media . . . . .	3 hours
63-316	Cataloging and Classification . . . . .	3 hours
63-318	Library Practice . . . . .	3 hours
63-327	School Library Organization and Administration . . . . .	3 hours
62-305	Audio-Visual Aids . . . . .	3 hours

**MODERN LANGUAGES****CURRICULUM FOR A MINOR IN FRENCH**

Total hours required for a minor ..... 24 hours

Required courses, 6 hours

64-101, 102 Elementary French ..... 6 hours

Electives, 18 hours:

64-203 Intermediate French ..... 3 hours

64-204 Intermediate French ..... 3 hours

64-303 Survey of French Literature ..... 3 hours

64-304 Survey of French Literature ..... 3 hours

64-402 Applied Linguistics in Oral French ..... 3 hours

64-403 Advanced French Conversation ..... 3 hours

64-404 French Civilization and Culture ..... 3 hours

Two semester hours may be deducted for each high school unit — maximum deduction 6 hours.

**SPEECH, DRAMA, BROADCASTING**

Students who enrolled prior to 1973 with a major in Speech and Drama or a teaching field in Speech will follow the catalog under which they entered.

**CURRICULUM FOR A MINOR IN SPEECH AND DRAMA**

Total hours required for a minor ..... 24 hours

Required courses, 18 hours:

69-200 Voice and Diction ..... 3 hours

69-204 Elements of Dramatic Production ..... 3 hours

69-300 or Persuasion

69-315 Public Speaking ..... 3 hours

69-319 or Discussion: Principles and Types

69-320 Argumentation and Debate ..... 3 hours

69-309 or Play Direction

69-311 Direction ..... 3 hours

69-323 Oral Interpretation of Literature ..... 3 hours

Electives, 6 hours

Three hours selected from speech or drama courses and three hours selected from broadcasting. Electives to be approved by major professor.



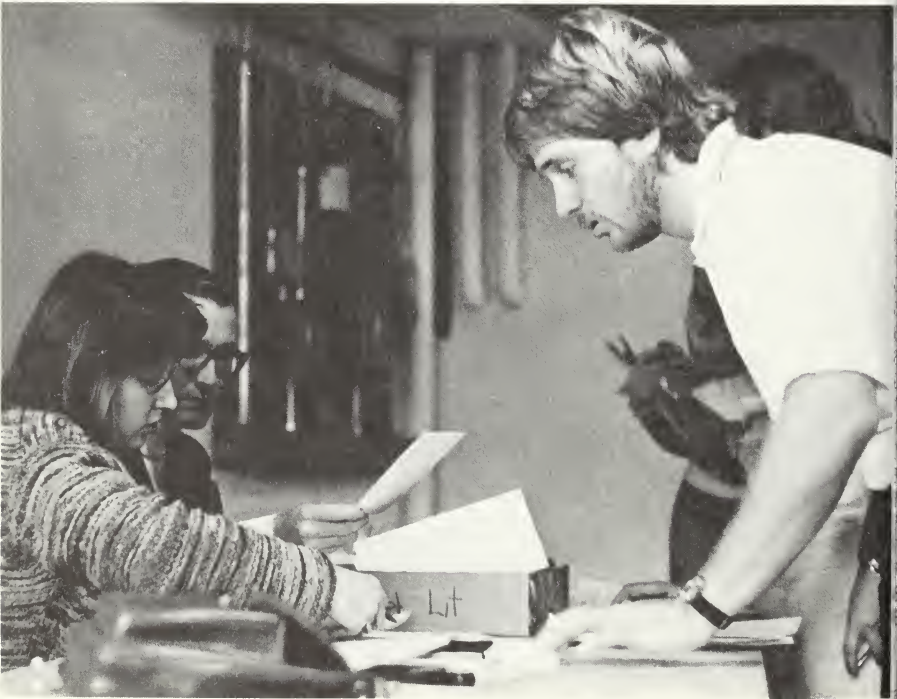
## CURRICULUM FOR A MINOR IN COMMUNICATIONS

Total hours required for a minor .....	24
Required Core, 9 hours:	
Choose 3 courses: One must be in the student's Emphasis Area	
62-101 Introduction to Journalism .....	3
69-204 Elements of Dramatic Production .....	3
69-211 Introduction to Broadcasting .....	3
69-215 Interpersonal Communication .....	3
Emphasis Area, 15 hours: Select one of the following emphasis areas:	
Broadcasting, 15 hours:	
69-309 Play Direction .....	3
69-213 Radio Announcing .....	3
69-326 Advanced Radio Announcing .....	3
69-329 Educational Broadcasting .....	3
69-300 or Persuasion .....	
69-315 or Public Speaking .....	
62-204 or News Writing .....	
62-206 Editing and Make-Up .....	3
Drama, 15 hours:	
69-246 Stagecraft and Scene Design .....	3
69-309 Play Direction .....	3
69-312 Acting .....	3
69-341 History of the Theatre .....	3
69-311 or Direction .....	
69-323 or Oral Interpretation of Literature .....	
61-303 or Shakespeare .....	
61-304 or Early Dramatic Literature .....	
61-305 Modern Dramatic Literature .....	3
Journalism, 15 hours:	
62-204 News Writing .....	3
62-206 Editing and Make-Up .....	3
62-305 News Story Types .....	3
62-306 Feature and Editorial Writing .....	3
62-310 Propaganda and Public Opinion .....	3
Speech Communication, 15 hours:	
69-200 Voice and Diction .....	3
69-300 Persuasion .....	3
69-315 Public Speaking .....	3
69-319 Discussion: Principles and Types .....	3
69-320 Argumentation and Debate .....	3
69-323 Oral Interpretation of Literature .....	3
69-330 Speech Correction .....	3

**GENERAL STUDIES**  
**CURRICULUM FOR AN ASSOCIATE OF ARTS DEGREE IN GENERAL STUDIES**

The Associate of Arts Degree in General Studies is a terminal degree, but the courses takes are compatible with, and may be applied toward, most four-year degree programs.

12-205	Principles of Economics .....	3
33-103	Introduction to Visual Arts .....	2
32-111	Music Appreciation .....	2
41-150-191	Orientation in Physical Education .....	2
60-101	Written English .....	3
60-102	Written English .....	3
61-204	Survey of American Literature .....	3
61-210		
or 61-211	Survey of English Literature .....	3
69-202	Fundamentals of Speech .....	3
71-101-103	History of Civilization .....	6
72-101	American Federal Government .....	3
73-203	General Sociology .....	3
81-101 and 102	General Biological Science, or	
81-208 Plants as Organisms and 81-209 Animals as Organisms, or		
82-103 and 104 Elementary Chemistry, or		
82-207 (plus 208 Lab) and 82-209 (plus 210 Lab) General Chemistry, or		
83-211 and 83-212 General Physics, or		
84-103 and 84-104 General Physical Science .....		8
85-215	Introduction to Mathematics .....	3
Electives .....		17
		64







## RE-THEOLOGICAL STUDIES

The American Association of Theological Schools proposes no one course of study as "best" for students who plan to enter seminary, but emphasizes that those students should be able, upon graduation from college, to demonstrate the ability to use certain tools of the educated man. Recommendations generally indicated by seminaries include such minimal statements as these: English, 12-16 semester hours; history 8-12 semester hours; foreign language, 12-16 semester hours; religion, 8-12 semester hours; natural sciences, 12-16 semester hours; social studies, 2-16 semester hours; philosophy, 8-12 semester hours; psychology, 4-6 semester hours.

Of the possible areas of concentration offered at Shepherd College, students who plan to enter seminary would be well advised to consider either English or history for their major.

The following schedule represents a recommended program for the first two years.

2-103	Introduction to Psychology .....	3
2-104	General Psychology .....	3
3-103	Introduction to Visual Arts .....	2
2-111	Music Appreciation .....	2
1-150-191	Orientation in Physical Education .....	2
0-101	Written English .....	3
0-102	Written English .....	3
3-308	Old Testament .....	3
3-309	New Testament .....	3
3-202	Fundamentals of Speech .....	3
1-101	History of Civilization .....	3
1-102	History of Civilization .....	3
3-203	General Sociology .....	3
3-205	Social Problems .....	3
3-101	Introduction to Philosophy .....	3
3-305	History of Philosophy .....	3
3-306	Twentieth Century Philosophy .....	3
3-315	Ethics .....	3
4-103	General Physical Science .....	4
4-104	General Physical Science .....	4
	Foreign Language .....	6

The student and his advisor will determine, in conjunction with the major chosen, the schedule of courses for the third and fourth years.



# DIVISION OF SCIENCE AND MATHEMATICS

*Dr. Franklin W. Sturges, Division Chairman*

A primary objective of the Division of Science and Mathematics is to increase the student's understanding and appreciation of the power and beauty of mathematical and scientific thought and to increase the student's knowledge of the subject matter of these fields and of the impacts such knowledge have on our lives. We also strive to improve the necessary and useful skills employed in field/laboratory activities and in mathematical expression or analysis.

In addition to introductory level programs for general studies, the Division offers in-depth liberal arts major and minor concentrations in Biology, Chemistry, and Mathematics. Graduates of these majors may qualify for admission to graduate programs in those traditional disciplines or to professional schools of dentistry, medicine, and veterinary medicine. Students also may prepare to enter directly professions in education (elementary or secondary with teaching fields in Biology, Chemistry, General Science, and Mathematics); Fire Service and Safety Technology; Medical Technology and Nursing. Students wishing to enter other professions, e.g. Pharmacy or Physical Therapy, may obtain preparation in basic sciences and any other courses required for admission to such a professional school by one or two years of study at Shepherd, before transferring to the appropriate professional school.

The Division continually strives to offer courses which enable students to obtain the sufficient breadth, currency, and depth of knowledge to enter and to advance successfully within any of the above fields. We recognize that the flexibility, versatility, and growth potential necessary for graduates entering the job market today, in a time when Mathematics and Science have ever-increasing impact on our society require nothing less.





**BIOLOGY**

Purpose: The courses in biology are intended to acquaint the student with the living world around him; to provide an understanding of the fundamental life processes; to demonstrate scientific methods of approach to find solutions for problems; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in life science; to prepare students as teachers of biology; and to give pre-professional preparation in such fields as medicine, dentistry, veterinary medicine and other related fields.

**CURRICULUM FOR A MAJOR IN BIOLOGY**

Total hours required for a major	3
Required Biology courses	2
81-208 Plants as Organisms	4
81-209 Animals as Organisms	4
81-305 Cell Biology	4
81-315 Directed Research	1
81-316 Directed Research	1
81-344 Genetics and Evolution	4
81-406 Developmental Biology	4
81-420 General Ecology	4
Elective Biology courses	
Any courses numbered 81-302 through 81-450 <i>except</i> 81-350	23-2
Required related courses	
82-207 General Chemistry	3
82-208 General Chemistry Lab	1
82-209 General Chemistry	3
82-210 General Chemistry Lab	1
83-211 General Physics	4
83-212 General Physics	4
84-108 Development of Science	1
84-109 Process of Science	1
85-105 College Algebra	3
Elective Mathematics courses (2 hours required)	
85-108 Elementary Analysis	2
85-217 Computers in Society	2
85-314 Statistics	3





## CURRICULUM FOR A MINOR IN BIOLOGY

Total hours required for a minor .....	24
Required Biology courses .....	20
81-208      Plants as Organisms .....	4
81-209      Animals as Organisms .....	4
81-305      Cell Biology .....	4
Any two of the following:	
81-344      Genetics and Evolution .....	4
81-406      Developmental Biology .....	4
81-420      General Ecology .....	4
Elective Biology courses .....	4
81-302      Microbiology .....	4
81-310      Plant Pathology .....	3
81-312      Vertebrate Natural History .....	4
81-313      Invertebrate Natural History .....	4
81-324      Plant Taxonomy I — Fall Flora .....	2
81-325      Plant Taxonomy II — Spring Flora .....	1
81-332      Comparative Anatomy .....	4
81-344      Genetics and Evolution .....	4
81-401      Histology .....	4
81-406      Developmental Biology .....	4
81-410      Plant Physiology .....	3
81-412      Animal Physiology .....	3
81-420      General Ecology .....	4
Required related courses .....	8
Either of the following two groups	
82-103      Elementary Chemistry .....	4
82-104      Elementary Chemistry .....	4
or	
82-207      General Chemistry .....	3
82-208      General Chemistry Lab .....	1
82-209      General Chemistry .....	3
82-210      General Chemistry Lab .....	1

## CURRICULUM FOR BIOLOGY TEACHING FIELD GRADES 7 THROUGH 12

Total hours required .....	28
1-290      Practicum in Biology Teaching .....	1
1-305      Cell Biology .....	4
1-315      Directed Research .....	1
1-344      Genetics and Evolution .....	4
1-406      Developmental Biology .....	4
1-420      General Ecology .....	4
2-207      General Chemistry .....	3
2-208      General Chemistry Lab .....	1
2-209      General Chemistry .....	3
2-210      General Chemistry Lab .....	1
4-108      Development of Science .....	1
4-109      Process of Science .....	1

A list of specific objectives of this program and of competencies a student must be able to demonstrate upon completion of this program should be obtained from one's advisor immediately after that person is assigned by the Division Chairman.

OTE: This listing does not include certain courses which are highly recommended preparatory experiences for the required upper division biology courses nor does it include the general studies mathematics requirements.

## CHEMISTRY

Purposes: The department offers a comprehensive program of courses in chemistry designed to serve those students preparing to enter the field of industrial chemistry; to enter graduate school in the field of chemistry, to work in related field where chemistry is an important part of their background, to teach chemistry and general science, and for a non-science career where a broad educational background is needed.

### CURRICULUM FOR A MAJOR IN CHEMISTRY

Total hours required for a major	3
Required Chemistry courses	
82-207 General Chemistry I	3
82-208 General Chemistry Lab I	1
82-209 General Chemistry II	3
82-210 General Chemistry Lab II	1
82-315 Organic Chemistry I	4
82-316 Organic Chemistry II	4
82-321 Analytical Chemistry	4
82-322 Instrumental Analysis	3
Physical Chemistry Group:	
82-327 Solution Chemistry	3
82-328 Solution Chemistry Lab	1
82-427 Spectroscopy	2
82-428 Thermodynamics	3
82-429 Thermodynamics Lab	1
Required related courses	2
83-211 General Physics I	4
83-212 General Physics II	4
Mathematics:	
85-105 College Algebra	3
85-106 Trigonometry	2
85-108 Elementary Analysis	2
85-207 Calculus with Analytic Geometry I	4
85-208 Calculus with Analytic Geometry II	4

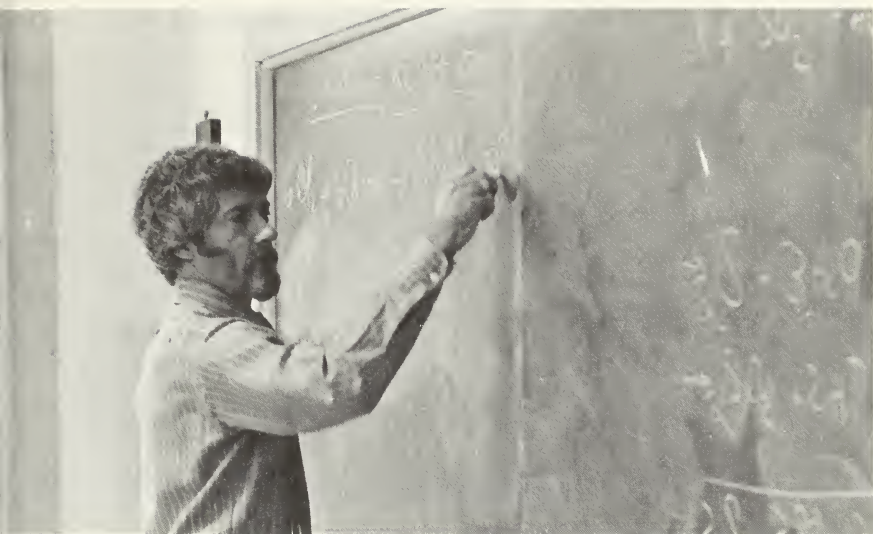
### CURRICULUM FOR A MINOR IN CHEMISTRY

Total hours required for a minor	2
Required Chemistry courses	1
82-207 General Chemistry I	3
82-208 General Chemistry Lab I	1
82-209 General Chemistry II	3
82-210 General Chemistry Lab II	1
82-315 Organic Chemistry I	4
82-316 Organic Chemistry II	4

Elective Chemistry courses  
Any Chemistry courses numbered 82-301 or higher, except 82-311 Chemical Pharmacology

### CURRICULUM FOR CHEMISTRY TEACHING FIELD GRADES 7 THROUGH 12

Total hours required in Chemistry	2
Required Chemistry courses	
82-207 General Chemistry I	3
82-208 General Chemistry Lab I	1
82-209 General Chemistry II	3
82-210 General Chemistry Lab II	1
82-315 Organic Chemistry	4
82-316 Organic Chemistry	4
82-321 Analytical Chemistry	4
82-327 Solution Chemistry	3
82-328 Solution Chemistry Lab	1



## ELECTRONICS TECHNOLOGY

**Purposes:** The Electronics Technology program is designed to satisfy the desire of students to enter a technical field which has enjoyed very rapid growth in recent years. Current and projected technological demands of society promise a continued, probably ever-increasing need for technicians with considerable post-secondary training. This curriculum is based upon a sound foundation of mathematics and the physical and applied sciences. It develops both basic fundamentals in electricity and advanced theory, as in integrated circuits. Extensive practical laboratory experience is an integral part of the program. Students receive a background in the fundamentals of digital computers, industrial control systems, home entertainment equipment and the correct usage of test equipment.

The Associate of Science Degree program in Electronics Technology is provided through use of staff and facilities of Shepherd College and James Rumsey Vocational Technical Center. Technical aspects of the program are taught at James Rumsey VTC while theoretical and general education aspects are taught by Shepherd College faculty.

Students may take the first 30 semester hours at James Rumsey VTC, be tested on the content of 85-131 Technical Math I and 85-132 Technical Math II when enrolling at Shepherd College, and take the remaining 30 semester hours at Shepherd. Or, students could complete the Shepherd part of the program first, or take Shepherd evening classes along with their James Rumsey VTC course. The James Rumsey VTC part of the program is given sequentially six hours per day for eleven months, while Shepherd's program is on a course by course basis. While students are at James Rumsey VTC they will be enrolled and supervised by that institution and will pay its fees. Students taking Shepherd courses, whether given on or off campus, will be enrolled at Shepherd and pay its fees. Academic credit only (not grades) will be awarded by Shepherd College to students transferring from James Rumsey VTC upon validation of student competencies.

Due to a limited number of student spaces for this program, individuals interested in the program should make application to both institutions before April 1 of the year of intended enrollment.

Upon successfully completing this program, the student will be granted the Associate of Science degree in Electronics Technology.

CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN ELECTRONICS TECHNOLOGY

Total hours required for the degree	64-6
Required James Rumsey VTC hours	3
R-501      D.C. Circuit Analysis	3
R-502      A.C. Circuit Analysis	3
R-503      Semiconductor Fundamentals	3
R-504      Introduction to Circuits and Systems	3
R-505      Basic Circuit Analysis	3
R-506      Advanced Circuit Analysis	3
R-511      Electronics Lab I	3
R-512      Electronics Lab II	3
R-513      Electronics Lab III	3
R-514      Electronics Lab IV	3
Required Shepherd College hours	34-3
One of the following two courses	
11-150      Introduction to Business	3
11-345      Wr. Comm. in Business	3
One of the following four courses	
12-205      Principles of Economics	3
71-101      History of Civilization	3
72-101      American Federal Government	3
73-203      General Sociology	3
Each of the following five courses	1
60-101      Written English	3
60-102      Written English	3
69-202      Fundamentals of Speech	3
83-211      General Physics	4
83-212      General Physics	4
One of the following two groups of courses	7
85-131      Technical Math I	3
85-132      Technical Math II	3
A free elective	3
or	
85-105      College Algebra	3
85-106      Trigonometry	2
85-108      Elementary Analysis	2
One of the following two courses	
85-205      Calculus with Applications	4
85-207      Calculus with Anal. Geom. I	4

FIRE SERVICE AND SAFETY TECHNOLOGY

**Purposes:** The curriculum is designed to prepare individuals to provide leadership in community and industrial fire prevention and suppression and in industrial safety. Students may elect to pursue the 30 credit hour certificate program or the 64 credit hour Associate of Applied Science Degree program. Course offerings will be scheduled to encourage part-time student participation. Many of the courses will be taught by professionals in the field and will make use of the variety of facilities available in the region.



**CURRICULUM FOR AN ASSOCIATE OF APPLIED SCIENCE DEGREE IN FIRE SERVICE AND SAFETY TECHNOLOGY**

Total hours required for the degree	64
Required courses in Fire Service and Safety Technology	20
84-113 General Physical Science	4
88-101 Introduction to Fire Service	3
88-102 Fire Prevention	3
88-201 Structural Design and Building Codes	3
88-202 Hazardous Materials	3
88-203 Emergency and Rescue Operations	3
88-350 Practicum I	1
Elective Courses in Fire Science and Safety Technology	10
88-250 EMT	4
88-351 Practicum II	1
88-390 Special Topics	1-4

NOTE: The following additional elective courses are grouped to provide, if a student wishes, concentration in either Fire Service **OR** Safety Technology, but any of the following courses may be elected, if no concentration is desired.

Concentration in Fire Service	
88-301 Fire Company Administration	3
88-302 Tactics and Strategy of Fire Suppression	3
88-303 Fire Investigation	3
88-304 Fire-Fighting Water Control	3
Concentration in Safety Technology	
88-311 Safety Management	3
88-312 The Industrial Fire Brigade	3
88-312 OSHA I	3
88-313 Automated Fire Protection Systems	3
Other required courses	25
22-103 Introduction to Psychology	3
41-353 First Aid	2
41-354 First Aid	1
60-101 Written English	3
60-102 Written English	3
69-202 Fundamentals of Speech	3
72-102 State and Local Government	3
73-203 General Sociology	3
84-104 General Physical Science	4
Other elective courses	9

Elective courses should be selected with advisement. Suggested courses include Typing, Office Procedures, Written Communications in Business, Business Writing, Insurance, Human Relations in Industry, Psychology of Mental Health, Industrial Sociology, Audio-Visual Aids, Human Anatomy and Physiology, Photography, and courses in fields of journalism, speech, and mathematics.

**CURRICULUM FOR CERTIFICATE IN FIRE SERVICE AND SAFETY TECHNOLOGY**

Total hours required for the certificate	30
Required hours in Fire Service and Safety Technology	20
84-113 General Physical Science	4
88-101 Introduction to Fire Service	3
88-102 Fire Prevention	3
88-201 Structural Design and Building Codes	3
88-202 Hazardous Materials	3
88-203 Emergency and Rescue Operations	3
88-205 Practicum I	1
Elective hours in Fire Service and Safety Technology	10

The same courses listed as electives in Fire Service and Safety Technology for the Associate of Applied Science Degree.



GENERAL SCIENCE

**Purposes:** To enable the student to acquire general knowledge of his physical and biological universe, to come to understand the sciences of chemistry, physics and biology as they affect his daily life, to acquire general knowledge of resource and mineral products, to prepare public school teachers of General Science.

CURRICULUM FOR A MINOR IN GENERAL SCIENCE

Total hours required for the minor	2
Required hours	1
Any two of the following three groups:	
81-208 Plants as Organisms	4
81-209 Animals as Organisms	4
or	
82-207 General Chemistry I	3
82-208 General Chemistry Lab I	1
82-209 General Chemistry II	3
82-210 General Chemistry Lab II	1
or	
83-211 General Physics	4
83-212 General Physics	4
Electives	1

Any upper division elective courses from areas 81, 82, 83 and/or 84 except that 83-30: Photography and 84-350 Natural Science Interpretation may not be included. Also, a student may not use both 81-420 General Ecology and 84-304 Environmental Conservation for the minor.

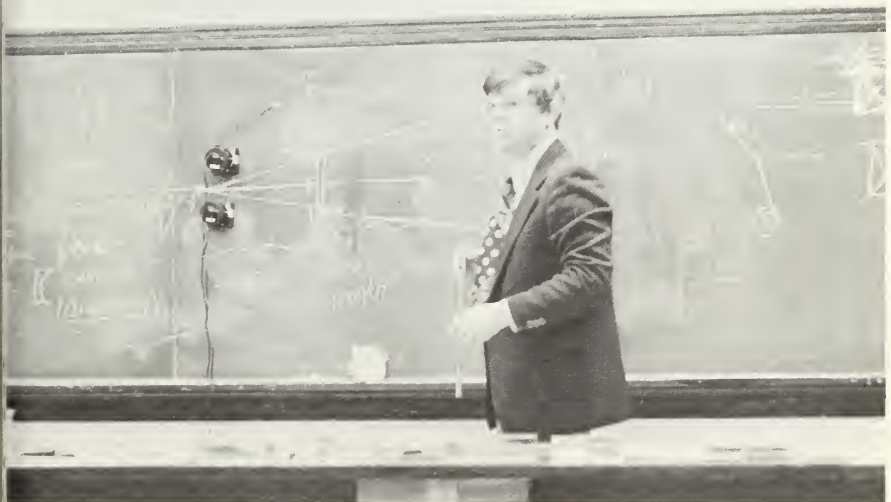
NOTE: No student with a major in either Biology or Chemistry shall be permitted to have a minor in General Science.

## CURRICULUM FOR A GENERAL SCIENCE TEACHING FIELD GRADES 7 THROUGH 12

total hours required	28
Required General Science Hours	16
84-103 Physical Science	4
84-108 Development of Science	1
84-109 Process of Science	1
84-290 Practicum in General Science	1
84-301 Geology	3
84-302 Astronomy	3
84-303 Meteorology	3
Required related courses	12
81-101 General Biological Science	4
81-102 General Biological Science	4
82-100 Chemical Science	4

## CURRICULUM FOR A GENERAL SCIENCE SPECIALIZATION FOR THE MIDDLE SCHOOL GRADES 4 THROUGH 8

total hours required	24
Required Science courses	17
81-100 Life Science for Elementary Teachers	4
82-100 Chemical Science	4
84-103 General Physical Science	4
84-104 General Physical Science	4
84-290 Practicum	1
Elective Science courses	7
One of the following four field Biology course experiences	
81-312 Vertebrate Natural History	4
81-313 Invertebrate Natural History	4
81-324, Plant Taxonomy I, II	3
81-420 General Ecology	4
Other courses in Biology, Chemistry, General Science and/or Physics 84-108 Development of Science and 84-109 Process of Science are highly recommended electives.	



**MATHEMATICS**

**Purposes:** To lead students to a grasp of the beauty and power of mathematical ideas; to prepare the prospective teacher to teach creatively; to furnish mathematical tools necessary for other disciplines; and to help provide vocational direction when needed.

**CURRICULUM FOR A MAJOR IN MATHEMATICS**

Total hours required for the major .....	34
Required Mathematics courses .....	22
85-106 Trigonometry .....	2
85-108 Elementary Analysis .....	2
85-207 Calculus with Anal. Geom. I .....	4
85-208 Calculus with Anal. Geom. II .....	4
85-309 Calculus with Anal. Geom. III .....	4
85-312 Introduction to Abstract Algebra .....	3
85-317 Computer Programming .....	3
Elective Mathematics courses approved by the Mathematics Department, which must include at least one in each of the three following areas .....	12
Area I, Analysis	
85-401 Differential Equations .....	3
85-402 Differential Equations .....	3
85-410 Advanced Calculus .....	3
85-411 Advanced Calculus .....	3
Area II, Applied	
85-314 Statistics .....	3
85-318 Numerical Analysis .....	3
85-321 Theory of Probability .....	3
Area III, General	
85-404 Number Theory .....	3
85-405 Topics in Modern Mathematics .....	3
85-407 Linear Algebra .....	3
85-415 Introduction to Topology .....	3
85-424 Foundations of Geometry .....	2





## CURRICULUM FOR A MINOR IN MATHEMATICS

Total hours required for the minor .....	23
Required Mathematics courses .....	7
85-105 College Algebra .....	3
85-106 Trigonometry .....	2
85-108 Elementary Analysis .....	2
In addition, each student pursuing a minor field	
of Mathematics must follow one of the following two	
blocks of required and elective courses, in	
Mathematics.	
Block A, Traditional .....	16
85-207 Calculus with Anal. Geom. I .....	4
85-208 Calculus with Anal. Geom. II .....	4
Mathematics courses numbered above 85-301 .....	8
or	
Block B, Applied .....	16
85-154 Finite Mathematics for Business .....	3
*85-205 Calculus with Applications .....	4
85-317 Computer Programming .....	3
Two of the following four courses	
* 85-314 Statistics .....	3
85-318 Numerical Analysis .....	3
85-321 Probability .....	3
85-407 Linear Algebra .....	3
85-207 Calculus with Anal. Geom. I may replace 85-205 Calculus with Applications	
11-224 Business Statistics may replace 85-314 Statistics	

## CURRICULUM FOR MATHEMATICS TEACHING FIELD GRADES 7 THROUGH 12

Required Mathematics courses .....	34
85-105 College Algebra .....	3
85-106 Trigonometry .....	2
85-108 Elementary Analysis .....	2
85-200 College Geometry .....	2
85-204 Introduction to Matrices .....	2
85-207 Calculus with Anal. Geom. I .....	4
85-208 Calculus with Anal. Geom. II .....	4
85-309 Calculus with Anal. Geom. III .....	4
85-312 Introduction to Abstract Algebra .....	3
85-314 Statistics .....	3
85-317 Computer Programming .....	3
85-424 Foundations of Geometry .....	2
85-407 Linear Algebra may replace 85-204 Introduction to Matrices	

## CURRICULUM FOR MATHEMATICS TEACHING FIELD GRADES 7 THROUGH 9

Required Mathematics courses .....	24
85-105 College Algebra .....	3
85-106 Trigonometry .....	2
85-108 Elementary Analysis .....	2
85-200 College Geometry .....	2
85-202 Data Study .....	1
85-204 Introduction to Matrices .....	2
85-205 Calculus with Applications .....	4
85-215 Introduction to Mathematics .....	3
85-312 Introduction to Abstract Algebra .....	3
85-424 Foundations of Geometry .....	2
85-407 Linear Algebra may replace 85-204 Introduction to Matrices	
85-207 Calculus with Anal. Geom. I may replace 85-205 Calculus with Applications	

**CURRICULUM FOR A MATHEMATICS SPECIALIZATION FOR THE MIDDLE SCHOOL GRADES 4 THROUGH 8**

Required Mathematics courses		1
85-105	College Algebra	3
85-108	Elementary Analysis	2
85-200	College Geometry	2
85-202	Data Study	1
85-215	Introduction to Mathematics	3
85-300	Mathematics for Elementary Teachers	3
85-312	Introduction to Abstract Algebra	3



## MEDICAL TECHNOLOGY

**Purposes:** The curriculum leading to the BS in Medical Technology is designed to prepare the student to write the examination for certification as a Medical Technologist. This is accomplished by three years of preparation in the sciences and general studies, followed by the fourth year in an internship capacity in a clinical agency.

The student must complete a minimum of 96 hours before leaving the Shepherd College Campus. The fourth year consists of 12 months of instruction and laboratory experience in an accredited Medical Technology program. Upon successfully completing this program, the participant will be granted a Bachelor of Science degree in Medical Technology. Graduates are eligible for certification by the Board of Registry of the American Society of Clinical Pathologists after having successfully passed the National Examination required for certification. Transfer students must do a minimum of one year's work on the Shepherd College Campus before entering the clinical program.

It is the student's responsibility to apply for admission to the specific hospital programs of his choice. This should be investigated early in the junior year. The hospital passes on the admission of all candidates.

### CURRICULUM FOR A MAJOR IN MEDICAL TECHNOLOGY

total hours required for the major	87-88
pre-clinical	50-51
clinical	37
required Biology courses	10
81-225 Human Anatomy and Physiology I	3
81-226 Human Anatomy and Physiology II	3
81-302 Microbiology	4
elective Biology courses	12
81-209 Animals as Organisms	4
81-305 Cell Biology	4
81-344 Genetics and Evolution	4
81-401 Histology	4
81-406 Developmental Biology	4
required Chemistry courses	8
82-207 General Chemistry	3
82-208 General Chemistry Laboratory	1
82-209 General Chemistry	3
82-210 General Chemistry Laboratory	1
elective Chemistry courses	15
82-315 Organic Chemistry	4
82-316 Organic Chemistry	4
82-319 Biochemistry	3
82-320 Biochemical Techniques	2
82-321 Analytical Chemistry	4
82-322 Instrumental Analysis	3
82-327 Solution Chemistry	3
82-331 Chemistry Seminar	1
required Mathematics courses	3
85-105 College Algebra	3
elective Mathematics courses	2-3
85-108 Elementary Analysis	2
85-217 Computers in Society	2
85-314 Statistics	3
required Clinical courses	37
87-421 Medical Technology I	9
87-422 Medical Technology II	13
87-423 Medical Technology III	15

## NURSING

**Purpose:** The Associate of Science Degree in Nursing program is designed to prepare the student to write the examination for licensure as a Registered Nurse and commence a career as a beginning practitioner of nursing. It is intended that the courses in nursing will develop within the student an awareness of the value and dignity of mankind; a view of the recipient of health care as an integrated unique individual, a member of a family or community group who will require nursing knowledge and skill. Relationships between health, illness and homeostasis will be examined; clinical skills will be developed as well as the ability to assess, plan, implement and evaluate nursing care in a variety of health settings.

In order to progress, the student enrolled in the nursing program must not receive less than a "C" in each nursing course, and in Anatomy and Physiology 81-225 and 81-226, must maintain a minimum of a 1.6 cumulative grade point average at the end of each semester and satisfy pre- and co-requisite requirements as scheduled. To receive the Associate of Science degree in Nursing, the student must have received a grade of at least "C" in each nursing course and also must have a 2.0 cumulative grade point average for all courses taken.

For sequence of prerequisite and corequisite courses which must be followed in order to progress in the Department of Nursing, see the Nursing Student Handbook.

An application for admission to the Nursing Program, in addition to the application for admission to Shepherd College, must be on file in the Nursing Department office by December 1 of the year preceding intended enrollment. After the applicant has filed the above mentioned applications, he must arrange for a personal interview with the Director of Nursing Education.

Candidates who are selected for the limited number of openings must possess a good scholastic background which includes the successful completion of courses in algebra and chemistry, good skills in communication and proficiency in English. In addition candidates must possess good physical and mental health.

### CURRICULUM FOR AN ASSOCIATE OF SCIENCE DEGREE IN NURSING

Total hours required for the degree	7
Required Nursing courses	4
86-101 Basic Needs	4
86-102 Needs Throughout the Life Cycle	4
86-103 Clinical Nursing	3
86-104 Clinical Nursing	3
86-106 Clinical Nursing	3
86-111 Introduction to Unmet Needs	5
86-151 Basic Chemistry	4
86-201 Selected Unmet Needs I	4
86-202 Selected Unmet Needs II	4
86-203 Clinical Nursing	3
86-204 Clinical Nursing	3
86-205 Clinical Nursing	3
86-206 Clinical Nursing	3
86-220 Trends in Nursing	2
Other required courses	2
22-103 General Psychology	3
60-101 Written English	3
69-202 Fundamentals of Speech	3
73-203 General Sociology	3
81-225 Human Anatomy and Physiology	3
81-226 Human Anatomy and Physiology	3
81-302 Microbiology	4
Electives	



## PARK ADMINISTRATION — NATURAL SCIENCE OPTION

Shepherd College, through its Social Science Division offers a Bachelor of Science degree program in Park Administration. Within this program there is an opportunity for a student to concentrate some academic experiences in the Natural Sciences or in the Social Sciences. The following is a list of course requirements and electives specific for the Natural Science option. A complete description of the requirements for the Bachelor of Science degree in Park Administration may be found in the Social Science sections of this catalog, page 136.

### \*NATURAL SCIENCE OPTION

Required Science course .....	3
84-350 Natural Science Interpretation .....	3
Elective Science courses .....	18
At least 6 hours from the following Biology courses	
81-310 Plant Pathology .....	3
81-312 Vertebrate Natural History .....	4
81-313 Invertebrate Natural History .....	4
81-324,325 Plant Taxonomy I and II .....	3
81-410 Plant Physiology .....	3
81-412 Animal Physiology .....	3
At least 6 hours from the following General Science courses	
84-210 Introduction to Oceanography .....	3
84-301 Geology .....	3
84-302 Astronomy .....	3
84-303 Meteorology .....	3
84-305 Earth Science .....	3

General Studies science and mathematics courses requirements are *not* included in this listing.

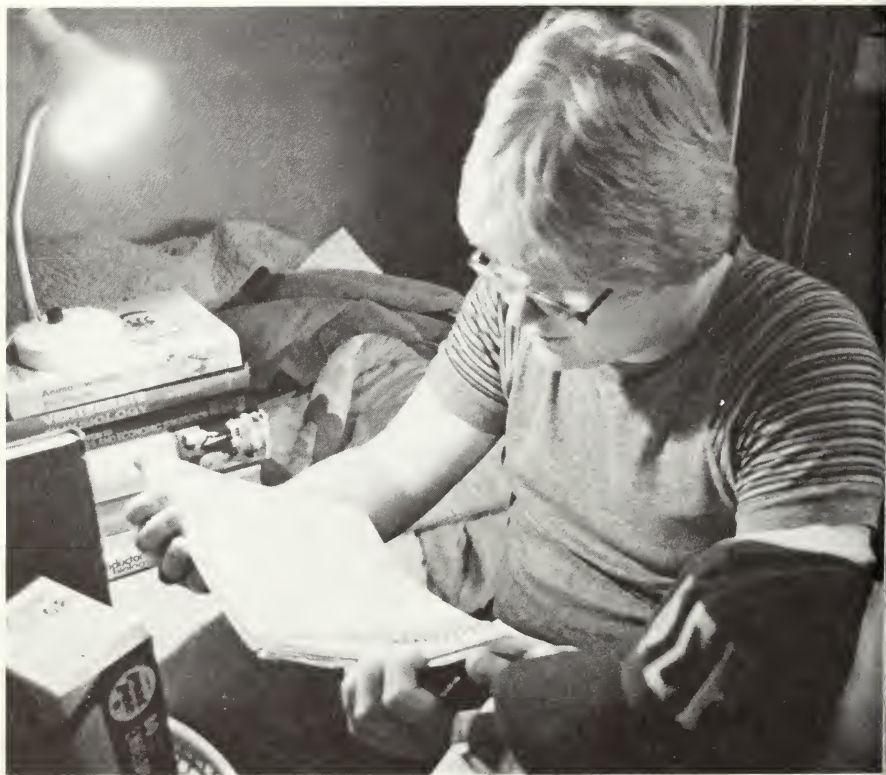


## PRE-PROFESSIONAL STUDIES

In addition to a number and variety of major and minor field concentrations applicable to baccalaureate degrees, together with several associate degree programs and Teacher education programs, Shepherd College provides students with excellent opportunities to begin their undergraduate college preparation leading toward certain career professions. Such students, however, must eventually make application to, and successfully complete the terminal training provided by a special professional or graduate school or university elsewhere.

These pre-professional programs include several with substantial concentration in basic sciences and mathematics and constitute recommended course selections from the Shepherd College academic offerings which may prepare students for application to professional schools of dentistry, medicine, veterinary medicine, pharmacy and physical therapy or advanced undergraduate university programs in agriculture and engineering. As such, these course work recommendations should be viewed as requirements of institutions other than Shepherd College unless, as is commonly the case, a student pursues a specific Shepherd College degree program as well.

In the interest of creating and expanding educational, as well as career alternatives, students are strongly urged to consider combining a pre-professional program with a closely related Shepherd College baccalaureate or associate degree program.





## RE-AGRICULTURE

Shepherd College does not offer a degree in either agricultural or forestry sciences. In general we recommend that students interested in college level training in these fields investigate such programs available at colleges and universities (e.g. West Virginia University) which do grant degrees in these fields.

However, Shepherd College does offer a number of courses compatible with some which are required by university programs in agriculture or forestry and therefore provides some opportunity for preliminary preparation at Shepherd College before transfer to another institution for completion of a degree program.

The following are Shepherd College course offerings which may be acceptable for transfer to a university program in Agricultural or Forestry Sciences:

0-101	Written English .....	3
0-102	Written English .....	3
1-101	and 81-102 General Biology .....	8
	or	
1-208	Plants as Organisms and	
1-209	Animals as Organisms .....	8
2-207,208	General Chemistry .....	4
2-209,210	General Chemistry .....	4
5-105	College Algebra .....	3
5-106	Trigonometry .....	2
1-150-191	Orientation in Physical Education .....	2
3-103	Introduction to Visual Arts .....	2
2-111	Music Appreciation .....	2
1-204	Survey of American Literature .....	3
1-210		
or 61-211	Survey of English Literature .....	3
9-202	Fundamentals of Speech .....	3
2-205	Principles of Economics .....	3
1-101		
or 71-102		
or 71-103	History of Civilization .....	3
2-101	American Federal Government .....	3
2-100	Politics and Government .....	3
3-203	General Sociology .....	3
2-103	Introduction to Psychology and/or .....	3
2-104	General Psychology .....	3



## **PRE-ENGINEERING**

Shepherd College does not offer any courses specific only to engineering. Students interested in a career in engineering should first examine the requirements of schools or programs of engineering at other institutions before taking Shepherd College courses which they hope to transfer, in order to make sure that such courses will be appropriate and acceptable. Some required course work, particularly in non-technical areas, liberal arts, basic sciences and mathematics probably can be satisfied by Shepherd College course offerings.

## **PRE-DENTISTRY, PRE-MEDICINE, PRE-VETERINARY MEDICINE**

The majority of successful applicants to professional schools in these areas are those who have completed a four-year baccalaureate degree program, although a small percentage of exceptional third year college undergraduates may be admitted, particularly to Dental Schools.

The recommended undergraduate preparatory course of study is, of course, one which concentrates within the basic sciences of Biology, Chemistry and Physics, but professional schools usually recommend that the undergraduate program include a broader academic background as well, like that provided by the Shepherd College program of general studies.

Therefore, it is suggested that students pursuing career goals of the practice of Dentistry, Medicine and/or Veterinary Medicine undertake, while at Shepherd College, course work leading to a Bachelor of Science degree in either Biology or Chemistry with a science oriented minor field. Requirements for the baccalaureate major and minor fields in Biology or Chemistry are listed in this catalog under these headings. The Shepherd College general studies requirements and other general baccalaureate degree requirements are described in this catalog as well.

Before the end of their sophomore year, students pursuing any of these pre-professional avenues of study are urged to solicit from professional schools of primary interest, specific admission information in order to insure that any exceptional requirements may be taken into account in planning the balance of the pre-professional course of study at Shepherd College.





## PRE-PHARMACY

Admission requirements to professional Schools of Pharmacy are variable. The pre-professional program outlined by the course listing below, while rather specific for application to the West Virginia University School of Pharmacy, is representative of that which is required for many other professional schools of pharmacy.

12-205	Principles of Economics .....	3
12-206	Economic Problems .....	3
60-101	Written English .....	3
60-102	Written English .....	3
31-208	Plants as Organisms .....	4
31-209	Animals as Organisms .....	4
32-207	General Chemistry .....	3
32-208	General Chemistry Lab .....	1
32-209	General Chemistry .....	3
32-210	General Chemistry Lab .....	1
32-315	Organic Chemistry .....	4
32-316	Organic Chemistry .....	4
33-211	General Physics .....	4
33-212	General Physics .....	4
35-105	College Algebra .....	3
35-106	Trigonometry .....	2
	Electives in Arts, Humanities, Languages .....	12
	Electives in Social or Behavioral Sciences .....	6

31-101, 81-102 General Biology may be substituted for 81-208 and 81-209.

Such a program of pre-professional course work would normally require between 2 and 2 1/2 years of full-time study at Shepherd College.

## PRE-PHYSICAL THERAPY

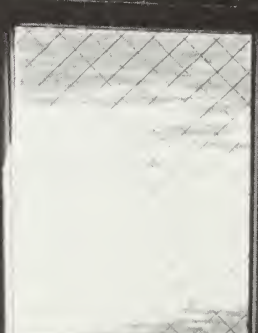
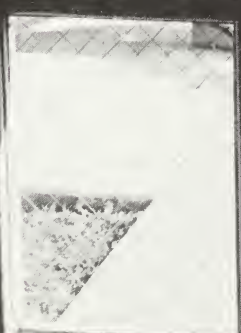
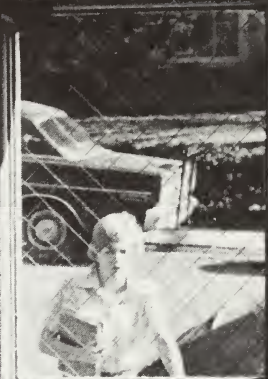
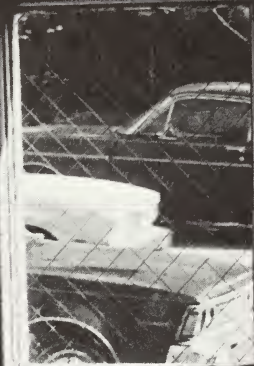
The general academic program of Shepherd College provides excellent opportunities for persons who are interested in a career in Physical Therapy to begin their undergraduate preparation toward this professional goal. However, as with other pre-professional concentrations, students must apply to and be accepted by a professional school in the field in order to obtain the terminal training culminating with a degree or certificate in Physical Therapy.

The following is a listing of Shepherd College courses from which preparatory experiences, acceptable to most schools of Physical Therapy, may be selected.

22-103	Introduction to Psychology .....	3
22-104	General Psychology .....	3
11-150-191	Orientation in P.E. ....	2
60-101	Written English .....	3
60-102	Written English .....	3
39-202	Fundamentals of Speech .....	3
31-101	General Biology .....	4
31-102	General Biology .....	4
32-207	General Chemistry .....	3
32-208	General Chemistry Lab .....	1
32-209	General Chemistry .....	3
32-210	General Chemistry Lab .....	1
33-211	General Physics .....	4
33-212	General Physics .....	4
35-105	College Algebra .....	3
35-106	Trigonometry .....	2
5-314	Statistics .....	3
	Electives in Psychology .....	6
	Free electives .....	7-13

11-224 Business Statistics is equivalent

Since some variation may exist in pre-professional requirements among professional schools of physical therapy, students are urged to solicit specific admission information from specific schools before completion of their first year of study at Shepherd College.



# DIVISION OF THE SOCIAL SCIENCES

*Dr. John E. Stealey, III, Division Chairman*

The Division of the Social Sciences has a diverse number of undergraduate degree programs in history, park administration, political science, social welfare, sociology, and social studies teaching. Minor fields of study are available in history, political science and sociology. Also, the Division offers courses in the disciplines of geography and philosophy. In addition to the general purpose of education and enrichment of individual students in their pursuit of humanities and social science knowledge in courses, the faculty is dedicated to the preparation of students for entrance into teaching, into graduate, law, and other professional schools, and into public and social service careers. The Division shares its academic resources for public service purposes with the Eastern Panhandle area of West Virginia and with nearby localities in Virginia and Maryland.

## HISTORY

The history program involves the study and understanding of the evolutionary aspects of human existence and experience in various civilizations, the development of civilizations, and the relationship of historical experience. Historical study enables students to confront the present and future with understanding and intelligence.

### CURRICULUM FOR A MAJOR IN HISTORY

Total hours required for a major	30
Required courses, 18 hours:	
71-201	
and 71-202 History of the United States	6
72-101 American Federal Government	3
71-333 Modern European History	3
71-312 or Recent United States History	
71-404 World History	3
71-412 or History of Russia	
71-420 The Far East	3
Elective courses, 12 hours from the following:	
Any 300 or 400 level History course or	
Constitutional Law 72-401.	

### CURRICULUM FOR A MINOR IN HISTORY

Total hours required for a minor	24
Required courses, 18 hours	
71-201	
and 71-202 History of the United States	6
72-101 American Federal Government	3
71-333 Modern European History	3
71-312 Recent United States History	
71-404 World History	3
71-412 History of Russia	
71-420 The Far East	3
Elective courses, 6 hours selected from upper division courses in history.	

## PARK ADMINISTRATION

The Park Administration program at Shepherd College prepares students for entrance into careers in the administration, management, and custodianship of parks. It will enable students to interpret natural and scientific or American historical phenomena to the public. Graduates of the program will receive the Bachelor of Science degree.

Based in the liberal arts, the curriculum is quite flexible and allows the student to select either the American historical or the natural science option. An internship arrangement for academic credit will permit the student to gain a semester of summer experience in an appropriate park setting.

### CURRICULUM FOR A MAJOR IN PARK ADMINISTRATION

Minimum hours required for graduation	128
General Studies requirements	47
Park Administration and additional courses	47
22-103 Introduction to Psychology	3
22-104 General Psychology	3
72-102 State and Local Government	3
71-202 History of the U.S.	3
60-332 or Advanced Composition	
69-315 Public Speaking	3
81-420 or General Ecology	
84-304 Environmental Conservation	3
11-409 Personnel Management	3
79-210 Introduction to Park Administration	3
79-301 and 79-302 Park Management	6
79-310 Parks in Urban Setting	3
79-401 State and Federal Park Policy	3
79-450 Directed Field Placement	6
American historical option*	2
71-201 History of the U.S. to 1865	3
71-315 American Social History to 1877	3
71-316 American Social History since 1877	3
71-300 Historic Preservation and Interpretation	3
American history electives from the following group	
71-302 American Colonial History and Revolutionary Experience	3
71-303 The Early Republic, 1781-1850	3
71-304 American Civil War and Reconstruction	3
71-305 History of the Lower Shenandoah Valley	3
71-310 The Gilded Age and Progressive Era	3
71-311 Economic History of the United States	3
71-312 Recent United States History	3
71-402 Diplomatic History of the United States	3
71-405 History of the American Negro	3
71-413 Techniques of Research	3
71-425,	
71-426 Readings in American and Western Hemispheric History	3
33-304 American Art	3

\*Natural Science option is listed in Division of Science and Mathematics section of the catalog on page 129.



## POLITICAL SCIENCE

Political Science develops an understanding of the privileges and responsibilities of citizenship and an appreciation of the theory, structure, and operations of governments. It prepares students for careers in governmental service, the foreign service, law, and graduate work and research. The political science program is strengthened by its proximity to Washington which enables the classroom work to be enhanced by numerous opportunities to observe the actual workings of the federal government.

### CURRICULUM FOR A MAJOR IN POLITICAL SCIENCE

Total hours required for a major	30
Required courses, 15 hours:	
72-102 State and Local Government	3
72-201 Public Administration	3
72-403 International Relations	3
72-315 Early Political Theory	3
72-325 Comparative Governments	3
Elective courses, 15 hours:	
Any 300 or 400 level course in political science	
11-300 Government and Business	
12-310 Public Finance	
71-402 Diplomatic History of the United States	

### CURRICULUM FOR A MINOR IN POLITICAL SCIENCE

Total hours required for a minor	24
Required courses, 15 hours:	
72-102 State and Local Government	3
72-201 Public Administration	3
72-403 International Relations	3
72-315 Early Political Theory	3
72-325 Comparative Governments	3

Elective courses, 9 hours:  
Any 300 or 400 level course in political science.

NOTE: It is assumed that Political Science 72-101, American Federal Government, will be taken as a General Studies Requirement preparatory to pursuance of the political science major or minor curriculum.



## SOCIAL WELFARE

Shepherd College offers a four-year liberal arts curriculum leading to Bachelor of Science degree in Social Work. The curriculum has been designed to provide for a broad educational base in the humanities, the biological sciences, the social and behavioral sciences, creative arts, and communication, together with a sequenced program of social work courses. The primary purpose of the Social Welfare Program is to prepare beginning level social work professionals to perform two basic tasks.

1. To help clients deal effectively with existing or potential problems, tasks, and needs that they identify in their interaction with the world around them, and
2. To contribute to the development of the knowledge base, and policies and practices in the agency, local community, and community-at-large which influence the quality of life and services to clients.

The course content is also appropriate to the preparation of students for admission to graduate schools of social work offering advanced professional education.

Preparation for practice includes classroom instruction, audio-visual laboratory experience, field observation, field work experience, community and on-campus workshops, and an intensive program of academic and professional advisement. Social Welfare students are also encouraged to take advantage of opportunities to further their development as individuals as well as to fulfill their obligations as responsible citizens in a democratic society.

The Social Welfare Program curriculum is based on a philosophy of social welfare through social change. The curriculum therefore emphasizes generic content areas, principles, and methodologies that will allow for generalist practice with various client and target systems. Students are exposed to a variety of intervention theories and methodologies and are encouraged to select for their practice, those interventions which are compatible with the philosophy of social work and which are most useful to the tasks at hand.

In keeping with the mission of the college and the primary purpose of the Social Welfare Program, the major objectives are to develop the following competencies:

1. To identify and evaluate the interactions between client systems and the social welfare institution including its organizational structures and processes which require intervention.
2. To devise and implement optimal intervention strategies which facilitate social functioning.
3. To assess intervention outcomes to determine effectiveness of strategy and system functioning, and modify as indicated.
4. To recognize the competing and sometimes conflicting value orientation of the client, the social work profession, the society and the individual practitioner and the consequent implications for practice.
5. To evaluate one's practice and professional growth in accordance with the standards and ethics of the profession.
6. To utilize and analyze the general and specific body of knowledge to enhance the delivery of service and increase the understanding of human behavior, and to contribute to that body of knowledge.
7. To create agent systems that promote structural changes which ameliorate social disorganization and further social justice.

## CURRICULUM FOR A MAJOR IN SOCIAL WELFARE

Minimum hours required for graduation .....	128
General Education requirements .....	47
Note: Mathematics 85-104 must be taken in place of Mathematics 85-215)	
Social Welfare Curriculum requirements .....	69
Approved Electives (any 300 or 400 level course unless Foreign Language is selected) .....	12
Total hours required for a major in Social Welfare .....	69
22-103 Introduction to Psychology .....	3
22-310 Psychology of Personality .....	3
22-102 or State & Local Government .....	
72-201 Introduction to Public Administration .....	3
73-205 Social Problems .....	3
73-303 The Family .....	3
73-403 Ethnic Relations .....	3
73-405 Research Methods .....	3
25-300 Marriage Relations .....	3
25-304 Child Development .....	3
25-403 Consumer Economics .....	3
85-314 Statistics .....	3
75-201 Introduction to Social Work .....	3
75-301 Social Welfare as a Social Institution .....	3
75-305 Human Behavior in the Social Environment .....	3
75-311 Social Work Methods I .....	3
75-312 Social Work Methods II .....	3
75-407 Field Experience in Social Work .....	3
75-408 Field Experience in Social Work .....	3
75-409 Field Experience Seminar .....	3
75-404 Social Welfare Seminar .....	3
Social Welfare Related Course Options (must select at least one course from each group) .....	9
Group A	
73-307 Population and Urban Problems	
73-411 Social Stratification	
21-301 Adolescent Development	
22-302 Psychology of Mental Health	
25-318 Nutrition	
Group B	
73-312 Introduction to Juvenile Delinquency	
73-402 Criminology	
76-315 Ethics	
22-360 Abnormal Psychology	
71-312 Recent United States History	
Group C	
75-313 Child Welfare Services	
73-410 Social Theory	
73-314 Cultural Anthropology	
71-310 The Gilded Age and Progressive Era	
75-402 Social Gerontology	

NOTE: Social Welfare majors may fulfill the General Studies mathematics requirement by completing 85-104 and 85-314 in place of 85-215.

**SOCIOLOGY**

- The major objectives of the sociology program are:
- 1. To encourage students to develop an inquiring, scientific attitude toward and a better understanding of the social life of man, his culture and society.
  - 2. To assist the student in recognizing his total college experiences as cumulative, coherent and unified by the development of the competencies indicated for this department and for Shepherd College and by the realization that these competencies are relevant to his further development as an individual and the fulfillment of his obligations as a responsible citizen in democratic society.
  - 3. To encourage and prepare students for admission to graduate schools in the field of sociology.

The four-year curriculum leads to the Bachelor of Science degree in Sociology. Candidates for this degree are required to complete a minimum of 128 semester hours.

**CURRICULUM FOR A MAJOR IN SOCIOLOGY**

Total hours required for a major	32
Required courses, 21 hours:	
73-205 Social Problems	3
73-303 The Family	3
73-312 or 73-402 Introduction to Juvenile Delinquency or Criminology	3
73-403 Ethnic Relations	3
73-405 Research Methods	3
73-410 Social Theory	3
85-314 Statistics	3
Elective courses, 15 hours	
Any 300 or 400 level course in sociology or anthropology	
Education 21-310 Educational Sociology	

NOTE: It is assumed that Sociology 203 General Sociology will be taken as a General Studies Requirement preparatory to pursuance to the sociology major or minor curriculum. Sociology majors may substitute Mathematics 104 for Mathematics 215 to meet general education requirements.

**CURRICULUM FOR A MINOR IN SOCIOLOGY**

Total hours required for a minor	26
Required courses, 15 hours:	
73-205 Social Problems	3
73-303 The Family	3
73-312 or 73-402 Introduction to Juvenile Delinquency or Criminology	3
73-403 Ethnic Relations	3
73-410 Social Theory	3
Elective courses, 9 hours:	
Any 300 or 400 level course in sociology or anthropology	
21-310 Educational Sociology	
85-314 Statistics	

**SOCIAL STUDIES**

The social studies program, which offers a comprehensive major and subject specializations for certification, is intended primarily for students preparing to teach in elementary and secondary schools. These curricula provide a multidisciplinary foundation for prospective teachers who enter integrated social studies educational situations.



## CURRICULUM FOR TEACHING FIELD IN COMPREHENSIVE SOCIAL STUDIES GRADES 7 THROUGH 12

Required courses in general studies, 15 hours

71-101 and 71-102	History of Civilization .....	6
72-102	American Federal Government .....	3
73-203	General Sociology .....	3
12-205	Principles of Economics .....	3

Required courses, 36 hours

History

71-201 and 71-202	History of the United States .....	6
71-309	West Virginia and the Appalachian Region .....	3
71-312	Recent United States History .....	3
71-333	Modern European History .....	3
71-412 or 71-420 or 71-411	History of Russia The Far East Latin America History .....	3

Political Science

72-102	State and Local Government .....	3
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Sociology

73-205	Social Problems .....	3
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Economics

12-206	Economic Problems .....	3
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Geography

74-101	Principles of World Geography .....	3
74-301	World Economic Geography .....	3

Elective

Upper-level course in anthropology, geography,

history, political science, or sociology .....

Total hours required in concentration ..... 51

## CURRICULUM FOR TEACHING FIELD IN SOCIAL STUDIES GRADES 7-9

Required courses in general studies, 15 hours

71-101 and 71-102	History of Civilization .....	6
72-101	American Federal Government .....	3
73-203	General Sociology .....	3
12-205	Principles of Economics .....	3

Required courses, 15 hours

71-201 and 71-202	History of the United States .....	6
71-309	West Virginia and the Appalachian Region .....	3
74-101	Principles of World Geography .....	3
74-301	World Economic Geography .....	3

Total hours required in concentration ..... 30

## CURRICULUM FOR TEACHING FIELD IN SOCIAL STUDIES GRADES 4-8

Required courses in general studies, 15 hours.

71-101 and 71-102	History of Civilization .....	6
72-101	American Federal Government .....	3
73-203	General Sociology .....	3
12-205	Principles of Economics .....	3

Required courses, 12 hours.

71-201 and 71-202	History of the United States .....	6
71-309	West Virginia and the Appalachian Region .....	3
74-101	Principles of World Geography .....	3

Total hours required in concentration ..... 27

## PRE-LAW

Law schools generally require possession of a baccalaureate degree by an applicant for admission. Although law schools do not specify any undergraduate major as being more appropriate than another for consideration for admission to their programs, applicants usually possess bachelor degrees in political science, history, economics, or accounting. Most recent Shepherd College graduates who have entered law schools have majored in political science. The criteria for admission are usually three-fold: (1) the applicant's overall grade-point average; (2) his score on the Law School Admission Test (LSAT); and (3) the nature of recommendations in his behalf from major professors and from those who are familiar with his character.

The student who is interested in entering law school should plan an academic program that develops his breadth of vocabulary and reading comprehension, written expression and techniques, discernment for subtleties of language and thought, analytical ability, and knowledge of governmental procedures and forms. One leading law school cautions that a pre-law student should be involved in an undergraduate curriculum "which is intellectually challenging and demanding and which requires rigorous academic discipline." Another warns that applicants presenting courses "without intellectual content of substantial value" will not be considered. Consultation and advisement for aspirants are available from the Chairman of the Division of the Social Sciences. Information about the Law School Admission Test is obtainable in the same office.



# REGENTS BACHELOR OF ARTS DEGREE

The Regents Bachelor of Arts Degree Program, an external degree offered at Shepherd College and nine other public colleges in West Virginia, is a very flexible higher education plan. While originally intended to serve those adults whose college educations had been interrupted or discontinued, this versatile program has also found wide acceptance among persons who have had no previous college work. An innovative feature of this degree program is that it provides a means by which work and other life experience may be evaluated for the awarding of college credit. The program is particularly attractive to anyone who desires a program flexible enough to permit earning a baccalaureate degree as a part-time student.

With credits available through transfer, CLEP and USAFI examinations, evaluation of experience, traditional instruction on and/or off the campus in day and/or evening offerings, newspaper courses, and televised courses, many persons who desire a bachelor's degree have access to a program which leads to that goal. This program is much more flexible than traditional programs; it enables the student to concentrate in one or two areas or to choose work from a wide variety of fields depending on the individual's objectives. The degree is intentionally unstructured and therefore neither requires nor recognizes majors or minors in the traditional sense.

A total of 128 semester hours of credit and an overall average of C are required for graduation. Fifteen semester hours must be earned at institutions under the administration of the West Virginia Board of Regents. There are no required courses in the program; instead there are required areas in which credits must be earned. General education credits must be earned as follows:

Required Area	Sem. hrs.	Typical Courses in Area
humanities	6	literature, history, philosophy, art, music
communications	6	grammar, composition, speech
social science	6	sociology, economics, geography, psychology, political science
natural science	6	biology, chemistry, physics, general science, geology, astronomy
additional from one or any combination of the above		
four areas	12	
total required general education	36	

A further requirement is forty semester hours credit in junior and senior level courses. Students are permitted to select these courses without restrictions as to field of study. In this way students may plan a program designed to suit their individual needs or ambitions. Appropriate credits, no matter by which means they are awarded, may be applied toward any requirement. It is possible to earn an associate degree while working toward the Regents Bachelor of Arts degree.

A fee of \$50.00 is charged if a comprehensive evaluation of work and life experience is requested, regardless of the number of semester hours of credit awarded.

The program is open to anyone who has not already earned a bachelor's degree provided that the applicant was graduated from high school at least four years prior to seeking admission. GED graduates are eligible for admission.





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March 1970



## CONTINUING EDUCATION

In addition to undergraduate credit courses and programs, Shepherd College initiates, schedules and evaluates programs of continuing education. In response to a specific educational need or interest, non-credit instructional programs are developed and offered throughout the region for the professional and personal enrichment of service area residents.

Varied and flexible modes of scheduling and delivery characterize continuing education programs. Most non-credit activities are offered as short courses, workshops, conferences or institutes, but are not limited exclusively to these. Scheduled at any time during the college year, all continuing education programs are supported by participant fees which vary with the program.

Participants who satisfactorily complete a continuing education activity are awarded either a certificate of recognition or continuing education units. A nationally recognized standard, the continuing education unit (CEU) is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The CEU has been designed to facilitate the accumulation and exchange of standardized information about individual participation in non-credit continuing education. A record of all CEU's earned by an individual is maintained by the College.

Inquiries concerning continuing education programs should be directed to the Office of Continuing and Off-Campus Education.







## SECTION VII

## COURSES OF INSTRUCTION

**ART**

(SEE ALSO COMMERCIAL ART AND PHOTOGRAPHY)

**33-103. INTRODUCTION TO THE VISUAL ARTS***Credit, two hours.*

An introductory course, required of all students, designed to give insight into the nature of the visual arts and their relationship to contemporary life. A study of the language and functions of painting, sculpture and architecture, the development of styles, aesthetic principles and the ideas of art are surveyed.

**33-115. INTRODUCTION TO DRAWING***Credit, three hours.*

An introductory course for development of basic drawing skills and practice in the use of various drawing materials. Observation, memory training and composition are stressed to give the student a wide experience and solid base in the art of drawing.

**33-116. DRAWING***Credit, one hour.*

A continuation of the basic drawing and perceptual skills developed in Introductory Drawing. Prerequisite: 33-115.

**33-131. LETTERING***Credit, one hour.*

Instruction and experience in the basic styles of lettering with brush and pen.

**33-140. THREE-DIMENSIONAL DESIGN***Credit, three hours.*

Exploration and development of the formal elements and principles of design in their relationship to the third dimension. Experimental problems are presented.

**33-170. TWO-DIMENSIONAL DESIGN***Credit, two hours.*

The study of design fundamentals involving the elements and principles of visual organization. Varied problems in two dimensional design are presented.

**33-203. HISTORY OF WESTERN ART***Credit, three hours.*

A historical survey of the major development in architecture, sculpture, and painting of the Western World from prehistoric times to the Renaissance. Prerequisite: 33-103.

**33-204. HISTORY OF WESTERN ART***Credit, three hours.*

A continuation of 33-203 from the Renaissance to the present. Prerequisite: 33-103.

**33-215. DRAWING***Credit, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: 33-115 and 33-116.

**33-217. DRAWING***Credit, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisites: 33-115 and 33-116.

### **33-320. PAINTING**

*Credit, two hours.*

An introduction to the materials, philosophies, techniques and processes of the painter. Painting is approached as a creative experience through the study of subject matter, form and content. Prerequisites: 33-115 and 33-170.

### **33-240. SCULPTURE**

*Credit, three hours.*

Introduction to the principles of carving, construction and casting. Prerequisite: 33-140.

### **33-300. WORKSHOP IN FOREIGN CULTURES**

*Credit, one to six hours.*

An exposure to the artistic heritage of foreign countries is provided through a supervised study tour which also involves directed field study and an integrated series of pre-tour and post-tour lectures. Prerequisite: permission of the instructor. One to six hours, depending on the length and academic content of the tour. Further details may be obtained from the office of the department chairman.

### **33-303. CONTEMPORARY ART**

*Credit, three hours.*

An in depth investigation of the visual arts of the 19th and 20th centuries. A study is made of the history and philosophy of the various movements, their origins and growth and the relationship of their development to contemporary culture and thought. Prerequisite: 33-204

### **33-304. AMERICAN ART**

*Credit, three hours.*

A historical study of American Art since 1700, with an emphasis upon architecture, painting and sculpture.

### **33-305. HISTORY OF FURNITURE**

*Credit, three hours.*

A historical survey of the major developments in furniture from the Egyptian to the contemporary. Emphasis will be on the aesthetic dimension of stylistic development and furniture's stylistic relationship to the major movements in painting, sculpture, and architecture.

### **33-310. DRAWING**

*Credit, one hour.*

A developmental continuation of the basic skills and perceptions of drawing. Prerequisite: 33-217.

### **33-320. ART IN ELEMENTARY EDUCATION**

*Credit, two hours.*

A course designed to develop an understanding of the need and purpose of art on the elementary level, and the methodology of elementary art education. Perception and aesthetic learning relative to the developmental level of the child are investigated in order to provide the necessary foundation upon which to structure a meaningful art program.

### **33-322. ARTS AND CRAFTS FOR THE ELEMENTARY SCHOOL**

*Credit, two hours.*

Emphasis is placed upon the meaningful art experiences that can be presented to the elementary child. The development of a greater aesthetic sensitivity, experiences in perceptual activities and a knowledge of art materials and processes are basic to the course. Prerequisite: 33-320.

### **33-330. ADVANCED PAINTING**

*Credit, three hours.*

A continuation of the skills and techniques developed in 33-230. Compositional experimentation, creative and expressive modes and evaluation skills are emphasized. Prerequisite: 33-230.



**33-331. WATERCOLORS**

*Credit, three hours.*

An introduction to the medium of watercolor, exploring its possibilities and limitations. Prerequisite: 33-230.

**33-340. ADVANCED SCULPTURE**

*Credit, three hours.*

A continuation of 33-240. The course is directed toward the further development of skills in sculpture with additional materials and techniques. Prerequisite: 33-240.

**33-341. WOOD SCULPTURE**

*Credit, three hours.*

Exploration in the techniques and skills of wood sculpture, including carving and lamination. Prerequisite: 33-240.

**33-342. STONE SCULPTURE**

*Credit, three hours.*

Exploration in the techniques and skills of stone sculpture. Prerequisite: 33-240.

**33-349. CERAMICS**

*Credit, three hours.*

An investigation is made of the forming, decorating and firing of clay objects. The experiences will include wheel throwing and handbuilt work with special emphasis upon slab and coil construction.

**33-350. JEWELRY**

*Credit, three hours.*

An understanding of the nature of the art materials and processes involved in the craft of jewelry making are explored. Silver, copper, wood and semi-precious stones are used in executing projects. Prerequisite: 33-170.

**33-351. CERAMICS**

*Credit, three hours.*

An investigation is made of forming, decorating, and firing of clay objects. The experiences will include handbuilt work with special emphasis upon wheel throwing.

**33-352. CRAFTS**

*Credit, three hours.*

This course exposes the student to contemporary crafts. Projects are assigned to execute and research. Prerequisite: 33-170.

**33-353. ADVANCED CRAFTS**

*Credit, three hours.*

This course takes an in-depth study of specific crafts, stressing design. Prerequisite: 33-352.

**33-354. ADVANCED CERAMICS**

*Credit, three hours.*

A continuation of the skills and techniques developed in 33-351 with the emphasis being a higher technical proficiency and a more creative work. Prerequisite: 33-351.

**33-360. PRINTMAKING**

*Credit, two hours.*

The basic areas of printmaking (intaglio, planographic, relief, and stencil) are introduced and explored with an emphasis upon the graphic idea. Prerequisites: 33-115 and 33-170.

**33-361. ADVANCED PRINTMAKING**

*Credit, three hours.*

A continuation of the skills and techniques developed in 33-370 within the major printmaking areas, with an emphasis upon a more significant graphic idea. Prerequisite: 33-360.

### **33-362. ETCHING AND INTAGLIO**

*Credit, three hours.*

Studio experience in the skills and techniques of etching, intaglio, dry point and aquatint. Prerequisites: 33-140 and 33-170.

### **33-363. SERIGRAPHY**

*Credit, three hours.*

An in-depth studio experience in screen printing. Exploration is made of the basic screen preparations as they apply to the graphic idea. Prerequisite: 33-360.

### **33-364. LITHOGRAPHY**

*Credit, three hours.*

An in-depth studio experience in the planographic process of printmaking. An exploration is made of the basic lithographic procedures as they apply to the graphic idea.

### **33-370. ADVANCED DESIGN**

*Credit, three hours.*

In depth study of the elements and principles of design. Problems, research and field trips are taken to reinforce understanding. Prerequisites: 33-140 and 33-170.

### **33-371. COMMERCIAL DESIGN**

*Credit, three hours.*

Development of design concepts relative to advertising through practical projects. Emphasis placed on problems in composition and pictorial organization, layout and lettering. Prerequisites: 33-140 and 33-170.

### **33-400. STUDIO PROBLEMS**

*Credit, three hours.*

A course providing an opportunity for students that have encountered major difficulties in foundation art courses to concentrate on those difficulties and thereby increase their proficiency. Prerequisite: Twenty-two hours of art.

### **33-403. AESTHETIC CRITICISM**

*Credit, two hours.*

An investigation of the aesthetic dimension of the visual arts is made in relation to the studio experience and the history of art, preparing the student to analyze, evaluate and judge a work of art. Prerequisite: Twenty-two hours of Art.

### **33-404. RESEARCH (ART HISTORY)**

*Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of art history. The student is expected to investigate an area of art history on the comparative or analytical level. Prerequisite: Thirteen hours of art history.

### **33-410. DRAWING**

*Credit, one hour.*

A developmental continuation of the skills and perceptions of drawing. Prerequisite: 33-310.

### **33-430. FIGURE PAINTING**

*Credit, three hours.*

An in depth study of the figure is made with a concentration on composition, form, and content. Prerequisite: 33-320.

### **33-434. RESEARCH (PAINTING)**

*Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of painting. An opportunity is thus provided for the student to pursue a specific area of painting.

### **33-440. METALS AND CASTING**

*Credit, three hours.*

Exploration and development in the techniques and skill of oxy-acetylene welding and metal casting by the lost wax method. Prerequisite: 33-240.

**33-444. RESEARCH (SCULPTURE)***Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of sculpture thereby providing an opportunity to pursue a specific area of sculpture on a meaningful level. Prerequisite: Six hours of sculpture.

**33-450. ADVANCED JEWELRY***Credit, three hours.*

Concentrating on design, the student explores in depth processes, such as gem cutting, enameling, casting, etc. Prerequisite: 33-350.

**33-454. RESEARCH (CRAFTS)***Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of crafts, thereby providing an opportunity for the student to pursue a specific area of crafts on a meaningful level. Prerequisite: Nine hours of crafts, ceramics and/or jewelry.

**33-460. BLOCK PRINTING***Credit, three hours.*

An in depth studio experience in the area of relief printing with a concentration in the wood cut and wood engraving. Prerequisite: 33-360.

**33-464. RESEARCH (PRINTMAKING)***Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of printmaking. The student is expected to experimentally pursue an aspect of the printmaking area on a significant level. Prerequisite: Eleven hours in the printmaking concentration.

**33-474. RESEARCH (DESIGN)***Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of design, thereby providing an opportunity to pursue a specific area of design on a meaningful level. Prerequisite: Eight hours of design.



## **BIOLOGY**

### **81-100. LIFE SCIENCE FOR ELEMENTARY TEACHERS**

*Credit, four hours.*

Open only to students pursuing curricula in Elementary and Early Childhood Education. Develops skills of observation and manipulation in laboratory and out-of-door settings. Stresses application of scientific method as applied to living things. Basic concepts of biology introduced as a vehicle for these objectives. Consideration of methods and subject matter appropriate to N-8 grade levels.

### **81-101. GENERAL BIOLOGICAL SCIENCE**

*Credit, four hours.*

Not For Biology majors. With 81-102 satisfies general education science requirement and part of General Science 7-12 teaching field requirement. Integrated approach to the biology of plants, animals and microorganisms. One-half centered around environmental principles, and one-half centered around organismic homeostatic (regulatory) principles. Laboratory topics and sequence closely integrated with lecture.

### **81-102. GENERAL BIOLOGICAL SCIENCE**

*Credit, four hours*

Not For Biology majors. With 81-101 satisfies general education science requirement and part of General Science 7-12 teaching field requirement. Integrated approach to the biology of plants, animals and microorganisms. One-half centered around reproductive principles, and one-half centered around cell physiology. Laboratory topics and sequence closely integrated with lecture.

### **81-208. PLANTS AS ORGANISMS**

*Credit, four hours.*

This course is part of the introductory sequence of core courses for a student pursuing some field in biology. The emphasis is on physiological and field approaches, involving the use of plants to illustrate general principles of biology. Attention is given to the morphological framework within which the physiological activities occur. The activities in plants are related to the patterns in which they impinge upon the economy of nature.

### **81-209. ANIMALS AS ORGANISMS**

*Credit, four hours.*

The study of general principles of biology that are either distinctive for the animal kingdom, or readily illustrated with zoological materials. Emphasizes the process of living, whole organisms, integrated with those principles of histology, morphology and phylogeny that are required for a balanced understanding of physiology.

### **81-225, 81-226. HUMAN ANATOMY AND PHYSIOLOGY**

*Credit, three hours each.*

Part of the nursing and medical technology curricula, and an elective in other fields.

The lecture and laboratory are closely related, and the structures and functions are presented as integrated and coordinated units designed to present a concept of the operation of whole human body. No prerequisites. 81-225 must precede 81-226.

### **81-290. PRACTICUM IN BIOLOGY TEACHING**

*Credit, one hour.*

Practicum in Biology Teaching is a one semester field experience required of students majoring in secondary education with a teaching field in biology. The student will maintain a log and meet with a faculty member on a regularly scheduled basis to discuss this experience. Prerequisites: 81-208 and 209, 82-207, 208, 209, and 210 or equivalents.

### **81-302. MICROBIOLOGY**

*Credit, four hours.*

Part of the required curriculum in nursing and medical technology, and a recommended elective for any biology student. The course will emphasize the impact of microbial activity on human health and disease, including the conditions contributing to microbial increase spread and virulence, conditions contributing to the body responses leading to resistance and immunity, and methods of interceding in the usual etiology for the purpose of bringing about informed control. The non-medical aspects of microbiology will also be considered, in regard



to the basic activities in interacting biological systems, as symbionts, as critical energy conversion agencies, as agents for driving biogeochemical cycles, and as experimental subjects for the discovery of basic biological principles such as intermediary metabolism and the genetic code. Prerequisite: 81-208 or equivalent plus chemistry.

### **81-305. CELL BIOLOGY**

*Credit, four hours.*

Cells are studied as the basic structural and functional units of biological organization. The course approaches definition of the living condition through examination of cellular, sub-cellular, and molecular architecture, and analysis of mechanisms by which cells metabolize, grow, reproduce and interact with their environments.

Through participation in open laboratories and utilization of autotutorial materials, supported by unit outlines which identify specific objectives, students are expected to acquire not only a mastery of the subject matter, but also demonstrate cognitive, affective and psychomotor skills essential to success in cell biology and other science courses. Lectures are devoted to introducing units, giving instructions and precautions, developing more difficult and/or controversial concepts, and reviewing. Specific times are set aside for class and group discussions. Individual conferences with the instructor are encouraged. Prerequisites: 81-208 and 81-209; 82-207, 208, 209, 210.

### **81-310. PLANT PATHOLOGY**

*Credit, three hours.*

A study of the morphology, life history, host range and physiology of the plant pathogenic fungi, bacteria, nematodes and viruses, and a study of the symptoms, pathological anatomy, physiological responses, economic importance and control measures of the more important plant diseases. Prerequisite: 81-208.

### **81-312. VERTEBRATE NATURAL HISTORY**

*Credit, four hours.*

Examination of the structural and functional characteristics of vertebrates as related to their use of various habitats, identification, classification and field study of species of this region. Additional topics, e.g. migration, hibernation, and reproduction are given special attention. Prerequisites: 81-101 and 81-209.

### **81-213. INVERTEBRATE NATURAL HISTORY**

*Credit, four hours.*

Intended as an elective course in the biology curriculum. A field oriented study emphasizing living organisms in their natural habitats, their life cycles and interaction with man, other organisms and the physical environment. Collection, culture and identification of the major orders of the parasitic and free living fresh water and temperate terrestrial invertebrate phyla. Prerequisites: 81-208, 81-209.

### **81-315, 81-316. DIRECTED RESEARCH**

*Credit, one hour each.*

Directed Research is a two semester sequence of courses, carrying two semester hours credit, required of all biology majors and biology-general science teacher candidates.

Competencies in the utilization of the process of science and the communication of information obtained through its use is essential to both biologists and biology teachers. Directed Research provides the biology major and prospective teacher the opportunity to develop these competencies through a structured program of individualized, self-paced, laboratory-centered projects, carried out under the guidance of a faculty member, followed by the preparation and presentation of a formal research paper. Prerequisites: 81-208 and 81-209.

### **81-324. PLANT TAXONOMY I — FALL FLORA**

*Credit, two hours.*

First eight weeks of first semester. Field work in the identification of grasses, fall flowers and woody plants. Designed to illustrate the principles of nomenclature and descriptive morphology. Prerequisite: 81-208.

## **81-325. PLANT TAXONOMY II — SPRING FLORA**

*Credit, one hour.*

Second eight weeks of second semester. Field work in the identification of ferns and Spring flowering plants. Designed to illustrate the principles and applications of scientific nomenclature and descriptive morphology. Prerequisite: 81-208.

## **81-332. COMPARATIVE ANATOMY**

*Credit, four hours.*

A comparative study of organs and systems of representative forms of chordates keeping in mind the evolutionary development and relationships of these forms. Concepts of embryology are applied to an understanding of the adult organism. Laboratory work is concerned with a detailed dissection and comparative study of the amphioxus, necturus, dogfish and cat. Prerequisite: 81-209 or equivalent.

## **81-344. GENETICS AND EVOLUTION**

*Credit, four hours.*

Mechanisms of inheritance, the nature of genes and genetic systems are examined in relation to the capacities of living systems for continuity, self-regulation and adaptive change. Molecular, cellular and organismal reproduction are considered as processes of information storage, transfer and generation. The evolution of the gene concept is traced from its origin as mathematical abstraction, through progressive definition as a unit of nuclear structure and function, to final characterization as nucleic acid. Prerequisites: 81-208, 81-209, 81-305.

## **81-350. SPECIAL TOPICS FOR NON-MAJORS**

*Credit, one, two, or three hours.*

Elective in biology intended to stimulate an interest in nature or in areas of biology having public interest or political significance. Bird life, local flora, economic botany, psychopharmacology, biological energy resources are representative topics. Persons interested in a specific topic should contact the Division Chairman.

## **81-401. HISTOLOGY**

*Credit, four hours.*

A study of microscopic anatomy emphasizing organology, histology and cytology. It embraces a study of function and structure which complements the study of gross anatomy but provides a structural basis for the study of physiology. Prerequisites: 81-209 or 81-225 and 81-226.

## **81-406. DEVELOPMENTAL BIOLOGY**

*Credit, four hours.*

The course content concentrates upon mechanisms and principles involved in cellular differentiation and integration that accompany development of organisms from single cell into complex, multicellular structures. Beginning with relatively simple organisms and progressing to more complex examples of higher plant and animal developmental processes, the student is exposed to both descriptive information and experimental investigative techniques. Prerequisites: 81-208, 81-209, 81-305, 81-344.

## **81-410. PLANT PHYSIOLOGY**

*Credit, three hours.*

Primarily a laboratory study of the chemical, physical, and biological activities of seed plants. Photosynthesis, respiration, transpiration, senescence, dormancy, photoperiodism, translocation, and endogenous rhythms will be studied, including the role of the hormones, the auxins, the phytochromes, the pigment systems, the energy transport systems, and the enzymes in regulating the physiologic processes of plants. The modern roles of plant physiology in energy production, industrial resources, and agricultural productivity are discussed. Prerequisites: 81-208 and college chemistry or permission of instructor.

## **81-412. ANIMAL PHYSIOLOGY**

*Credit, three hours.*

Detailed study of selected topics, e.g. muscle contraction, circulation, excretion, to demonstrate the diverse ways in which different kinds of animals meet their functional requirements. Prerequisites: 81-208 and 81-209 or equivalent and 82-207, 82-208, 82-209 and 82-210.

**81-413, 81-414. SEMINAR IN BIOLOGY***Credit, one hour each.*

Recommended for juniors and seniors pursuing at least a minor program in biology. This course emphasizes library research and oral presentation of subjects of interest and importance in the various fields of biology. Permission of biology staff.

**81-415. BIOLOGICAL RESEARCH***Credit, one to three hours.*

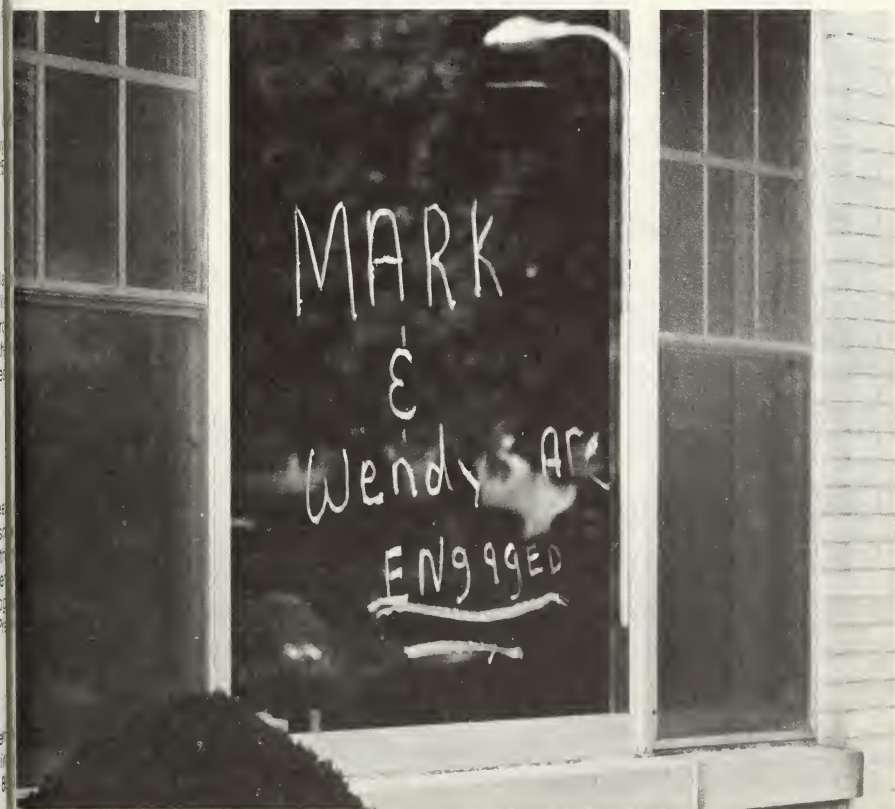
Students are given an opportunity to work on a research problem usually after a core course or a seminar in which the student has already done some preliminary work. This work is done under the direction of the biology staff. Prerequisite: By permission of Division Chairman.

**81-420. GENERAL ECOLOGY***Credit, four hours.*

This course emphasizes principles at the population, community and ecosystem levels of organization. Representative topics include energy flow, biogeochemical cycles, population regulation, types of ecosystems. Consideration given to man's relationship to his environment. Prerequisites: 81-208 and 81-209 or equivalent.

**81-405. SPECIAL TOPICS IN ADVANCED BIOLOGY***Credit, one to four hours.*

Elective for students who have had upper division biology courses. Intended to diversify or specialize a student's training beyond the regular curriculum, taking advantage of a local persons particular interest or skill, or of a faculty members interest or skill. The course will be pursued in a less formal but no less intensive fashion than the regular courses. Interested students should present specific proposals to the Division Chairman.



## **BUSINESS ADMINISTRATION**

### **11-101. PRINCIPLES OF BANK OPERATIONS**

*Credit, three hours.*

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad (and operational) perspective. The descriptive orientation gives the student the broad perspective necessary for career advancement.

### **11-120. AIR TRANSPORTATION INDUSTRY**

*Credit, three hours.*

Air commerce related to transportation systems, regulatory parameters, airline and fixed based operations, career planning.

### **11-121. AVIATION LAW AND REGULATIONS**

*Credit, three hours.*

Definition of terms. Rules and regulations analyzed. Rule making bodies and procedures. Aircraft and airmen certification requirements.

### **11-150. INTRODUCTION TO BUSINESS**

*Credit, three hours.*

A survey course designed to acquaint the student with administration, production, labor control, distribution, finance, taxation, law and ethics as applied to business. A brief history of business and the organization of business is included.

### **11-201. INTRODUCTORY ACCOUNTING**

*Credit, three hours.*

Fundamentals of accounting including basic accounting models, inventory methods, classified statements, negotiable instruments, internal control, and special journals in conjunction with sole proprietorships.

### **11-202. INTRODUCTORY ACCOUNTING**

*Credit, three hours.*

Study of the basic structure of partnerships and corporations, manufacturing accounting, accounting for property and equipment, analysis of financial statements, and an introduction to cost accounting. Prerequisite: 11-201.

### **11-211. AIRPORT MANAGEMENT**

*Credit, three hours.*

Airport site location, engineering, financing, navigation aids, lighting, terminal operations, operational functions and community relations.

### **11-214. INTRODUCTION TO COMPUTERS AND BASIC PROGRAMMING**

*Credit, three hours.*

Fundamentals of electronic data processing in modern business, including the discussion of systems with emphasis on applications, principles, techniques and capabilities of computers. An introduction to the BASIC programming language is also provided in this course.

### **11-224. BUSINESS STATISTICS**

*Credit, three hours.*

Methods of collecting, presenting, analyzing and interpreting business data. Emphasis is placed on the analysis of frequency distribution, hypothesis testing, correlation, and regression analysis as applied to the business environment. Prerequisite: 85-154.

### **11-261. HEALTH CARE MANAGEMENT**

*Credit, three hours.*

Offers students a culmination of materials presented in other courses using specific applications in the Health Care Field. The course, through the parameters of the hospital industry, includes hospital organization; functions and processes; types of hospitals; community relations and hospital responsibilities.



**I-265. HEALTH CARE MANAGEMENT EXTERNSHIP**

*credit, four hours.*

In order to apply theoretical concepts gained in the classroom, each student will be assigned to a hospital for a minimum of 335 hours of supervisory or managerial experience. Prerequisite: 11-261.

**I-300. GOVERNMENT AND BUSINESS**

*credit, three hours.*

A survey of government control of business in the United States. Topics covered include the roles and responsibilities of business firms and governments in a market economy, industrial concentration, antitrust, multinational corporations, regulated industries, government promotion of business, consumer protection, environmental regulations, and equal employment regulations. Prerequisite: 12-206.

**I-310. PRINCIPLES OF MANAGEMENT**

*credit, three hours.*

Concepts and analyses of the behavioral aspects of organizations are explored. Expansion of integrative and human skills needed by managers are emphasized. Lectures are supplemented by outside projects and simulated applications of management techniques. Prerequisites: 11-150 and 12-206.

**I-311. COMPUTER LANGUAGE CONCEPTS**

*credit, three hours.*

Fundamentals of computer programming including actual experience in designing, flow-charting and coding of computer programs in Fortran. Major emphasis placed on students running and debugging programs. Prerequisite: 11-214 or consent of instructor.

**I-312. LEGAL ENVIRONMENT IN BUSINESS**

*credit, three hours.*

Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments. Legal aspects of the law of employment, partnership, corporation and property. Junior status or Two Year students only.

**I-315. INSURANCE**

*credit, three hours.*

Techniques available to individuals and businesses for managing the insurable risks to which they are exposed. Emphasis on the principals and the functional areas of insurance, including property, and liability. Prerequisite: 12-205 or consent of instructor.

**I-317. REAL ESTATE**

*credit, three hours.*

Basic study of the nature and importance of real estate in the economy; principles of land utilization and urban development; property rights and real estate; valuation of real property; real estate markets; government regulation and programs. Prerequisite: 12-205 or consent of instructor.

**I-320. SAFETY MANAGEMENT**

*credit, three hours.*

Analysis of problems of industrial and accident prevention laws pertaining to industrial safety and health. An examination of compensation laws, OSHA and industrial property protection are included. Prerequisite: 11-310.

**I-321. LABOR PROBLEMS**

*credit, three hours.*

History of labor movements, analysis of economic and social problems arising from relations between labor and management, labor legislation and laws. Case studies. Prerequisite: 12-206.

**I-329. INTERMEDIATE ACCOUNTING**

*credit, three hours.*

Principals of balance sheet presentation, evaluation and profit determination with greater emphasis on accounting concepts and theory. Prerequisite: 11-202.

### **11-330. INTERMEDIATE ACCOUNTING**

*Credit, three hours.*

A continuation of balance sheet evaluation. Emphasis on equity accounts, tax allocation, inflation accounting; accounting changes and analysis of financial statements. Prerequisite: 11-329.

### **11-331. ADVANCED ACCOUNTING**

*Credit, three hours.*

Current theories and procedures relating to partnerships, insurance, estates, and trusts and consolidated statements. Prerequisite: 11-330.

### **11-340. MARKETING**

*Credit, three hours.*

An introduction to the marketing management process. Discusses the selection of target markets and the development of product, pricing, promotion, and channel of distribution programs to effectively serve these markets. Prerequisite: 11-310.

### **11-341. MARKETING MANAGEMENT**

*Credit, three hours.*

This course presents an intermediate level study of marketing management. It utilizes text and case materials to develop students' skills in analyzing and solving marketing problems. Prerequisite: 11-340.

### **11-345. WRITTEN COMMUNICATIONS IN BUSINESS**

*Credit, three hours.*

Presents modern business techniques in written and oral communications. Techniques are applied in the writing of formal and informal reports — letters, memoranda, resumes. Prerequisite: 11-224.

### **11-346. RPG II PROGRAMMING**

*Credit, three hours.*

Emphasis placed on designing the input and output of data processing operations. RPG is taught and subsequently used as the tool to handle the required data processing operation on the computer. Prerequisite: 11-311 or consent of instructor.

### **11-350. RETAILING**

*Credit, three hours.*

A study of retail store operations and management including site selection, merchandising, planning, developing store image, pricing, promotion, personnel, and control. Prerequisite: 11-310.

### **11-360. SALESMANSHIP**

*Credit, three hours.*

A study of the uses and techniques of personal selling including customer behavior, market conditions for effective personal selling, prospecting for potential customers, planning and delivering the sales presentation, building interest and confidence, closing the sale, handling objections, and evaluating the personal selling effort.

### **11-370. ADVERTISING**

*Credit, three hours.*

A study of advertising as an element of the firm's marketing mix, with emphasis on the development of an advertising program as a means of accomplishing the marketing objectives of the firm. Specific topics include consumer behavior, market segmentation, forecasting, advertising budgeting, the advertising agency, message preparation, media selection, and evaluation of the advertising program. Prerequisite: 11-310.

### **11-384. COBOL PROGRAMMING**

*Credit, three hours.*

Emphasis is placed on programming the computer to solve business problems. Actual experience achieved in designing, flowcharting, and coding of computer programs in COBOL. Prerequisite: 11-311 or consent of instructor.

### **1-385. ADVANCED COBOL PROGRAMMING**

*credit, three hours.*

Emphasis is placed on designing data processing and computer related systems. Prerequisite: 11-384.

### **1-390. HUMAN RELATIONS IN INDUSTRY**

*credit, three hours.*

A study of research and basic theory concerning the factors which contribute to the behavior of members of business organizations. Topics covered include: social relationships and needs, organizational patterns, motivation, leadership, small groups, communications, conflicts, changes, social responsibility and the role of the manager. Case studies. Prerequisite: 11-310.

### **1-400. CORPORATION FINANCE**

*credit, three hours.*

An introduction to the methods of corporation finance with an emphasis on applied problem solutions. Particular attention is given to financial decision-making and risk analysis. Prerequisites: 11-224 and 11-330.

### **1-401. COST ACCOUNTING**

*credit, three hours.*

The economic, industrial engineering and managerial aspects of cost accounting: process, job order and standard cost systems. Prerequisite: 11-330.

### **1-402. AUDITING**

*credit, three hours.*

Concepts, objectives, standards, procedures and techniques relating to the performance of the audit. Emphasis on decisions which involve judgment that are important to final reporting. Prerequisite: 11-329.

### **1-403. FUND ACCOUNTING**

*credit, three hours.*

Application of accounting principles to various funds of governmental and institutional units. Special emphasis placed upon budgetary accounting and its potential usefulness in planning and controlling revenues and expenditures. Prerequisites: 11-330 and 11-400.

### **1-404. INCOME TAX**

*credit, three hours.*

A study of the Internal Revenue Code and regulations relating to individuals, partnerships and corporations.

### **1-405. MARKETING RESEARCH**

*credit, three hours.*

Research as a decision tool for marketing management. Topics covered are the role of research-based data in marketing decision making, problem definition, research design, sampling, data collection and analysis, and interpretation of results. Prerequisites: 11-340 and 11-224.

### **1-407. BUSINESS POLICY**

*credit, three hours.*

An integration of the basic disciplines of business to facilitate the establishment of proper policies and strategies for the firm. Skills in the basic business functions are applied to formulate strategy decisions for the firm as a whole through simulation and situational analysis. Prerequisites: 11-310, 11-340 and 11-400.

### **1-409. PERSONNEL MANAGEMENT**

*credit, three hours.*

A study of manpower planning, recruitment, selection and development of employees. Compensation, employee appraisal and job analysis are discussed. Collective bargaining, arbitration and labor relations are also included. Case studies. Prerequisite: 11-390.

### **11-410. COLLECTIVE BARGAINING**

*Credit, three hours.*

An analytical study of the collective bargaining process by case study and readings on management and union philosophy. A survey of management and union rights and responsibilities, strategy in collective bargaining and the impact of bargaining on employee and management relations. Prerequisite: 11-321.

### **11-411. ACCOUNTING SYSTEMS**

*Credit, three hours.*

Principles underlying the design and installation of accounting systems to meet the needs of all types of business concerns. Machine accounting methods and data processing are also studied. Prerequisite: 11-330.

### **11-412. SALES MANAGEMENT**

*Credit, three hours.*

The planning, direction and control of the personal selling activities of business firms. Topics include recruiting, selecting, training, assigning, supervising, compensating and motivating the sales force.

### **11-413. QUANTITATIVE METHODS**

*Credit, three hours.*

A study of quantitative methods utilized in research in Business and Economics. Techniques of maximization, simple regression and correlation, multiple regression and correlation, problems of economic time series, systems of equations, aspects of model construction and parameter estimation, other selected topics. Prerequisite: 11-224.

### **11-414. WAGE AND SALARY ADMINISTRATION**

*Credit, three hours.*

The factors determining industrial wage and salary policies, methods of employee payments, wage relationships, wage rate setting, incentive and salary policies. Prerequisite: 11-409.

### **11-415. PRODUCTION PLANNING AND CONTROL**

*Credit, three hours.*

Study of forecasting, planning, scheduling, dispatching and controlling the flow of industrial production from receipt of customer's order to shipment of finished goods. Prerequisite: permission of instructor.

### **11-416. INDUSTRIAL PURCHASING**

*Credit, three hours.*

A study of the duties and activities of the purchasing agent, organization of the purchasing department, techniques of industrial purchasing. Prerequisite: 11-340.

### **11-417. COMPUTER SCIENCE SEMINAR**

*Maximum of four hours credit.*

An advanced study in the use and application of the tools and techniques mastered in the area of computer science. The Science and Mathematics Division may participate in certain assignments. Prerequisites: 11-214, 11-311, and 11-384.

## **BUSINESS EDUCATION**

### **13-103. TYPEWRITING I**

*Credit, two hours.*

The mastery of the keyboard, development of correct typewriting techniques, centering introduction to letter writing and tabulation and the development of speed and accuracy are included. A minimum of 40 words a minute for five minutes is required.

### **13-104. TYPEWRITING II**

*Credit, two hours.*

A continuation of Typewriting I. Emphasis is placed on further development of speed and accuracy and the production of business letters, tabulation and manuscripts. A minimum of 50 words a minute for five minutes is required. Prerequisite: Typewriting I or consent of instructor.



**3-105. TYPEWRITING III***Credit, three hours.*

Development of superior speed and accuracy with emphasis given to the high production quality of business forms. A minimum of 55 words a minute for ten minutes is required. Prerequisite: Typewriting II or consent of instructor.

**3-201. SHORTHAND I***Credit, four hours.*

The theory of Gregg Shorthand (Diamond Jubilee edition) is presented. Ability to take dictation at a minimum speed of 60 words a minute for five minutes and to transcribe the material accurately is required.

**3-202. SHORTHAND II***Credit, four hours.*

A speed-building course designed to increase the students' ability to take dictation and to transcribe accurately. Constant stress is given to vocabulary building, punctuation, spelling and grammar. To take dictation at a minimum of 80 words a minute for five minutes and to transcribe the material accurately is required. Typewriter transcription is introduced. Prerequisite: Shorthand I or consent of the instructor.

**3-203. SHORTHAND III***Credit, three hours.*

Advanced dictation and further vocabulary building, punctuation spelling and grammar are stressed. Emphasis is placed on transcribing letters and other materials in mailable form. Prerequisite: Shorthand II or consent of the instructor.

**3-324. OFFICE PROCEDURES***Credit, three hours.*

Encompasses the various secretarial skills and introduces additional aspects of secretarial studies. Activities such as filing, handling mail, receptionist and telephone techniques, records and reports, office manuals, travel arrangements, personality and human relations, office design, and career opportunities are presented. Prerequisite: 13-103, 13-325 or permission of instructor.

**3-325. OFFICE MACHINES***Credit, three hours.*

Consists of training in the operations of a variety of office machines, including ten-key adding-listing, electronic printing calculators, IBM magnetic card/selectric typewriter (basic), typunch, spirit and stencil duplication, IBM executive typewriter, Dictaphone transcription, collator, photocopying equipment and offset printing. Prerequisite: 13-103 or permission of instructor.

**3-327. BUSINESS WRITING***Credit, three hours.*

To educate the student to write effective business letters. This training involves skills in the use of English, knowledge of business principles and understanding of human nature. Prerequisite: Typewriting I or permission of instructor.

**3-403. DIRECTED OFFICE EXPERIENCE***Credit, two hours.*

A course designed to allow prospective business education teachers to strengthen and to coordinate their learned knowledge and skills by working in a business. Faculty members of the Division of Business Administration will evaluate each student to determine possible areas for improvement. Each student will be assigned to a business for a minimum of 200 hours of supervised practical experience aimed at developing the student to the desired level of proficiency. This experience will also enable the student to apply academic concepts and skills to the business world. A number of class seminars will be held during the semester at which time each student will be required to give oral and written reports on the knowledge gleaned from these experiences. Prerequisites: 13-324 and 13-325.

## **CHEMISTRY**

### **82-100. CHEMICAL SCIENCE**

*Credit, four hours.*

A laboratory centered course for students of elementary education and teaching specialization in general science. The physical and chemical properties of elements, compounds and mixtures will be observed, measured, and classified. The influence of chemistry on energy ecology and daily life will be investigated. Prerequisites: None.

### **82-103, 82-104. ELEMENTARY CHEMISTRY**

*Credit, four hours each.*

A study of the basic principles of chemistry directed toward a broad understanding of general, organic and biochemistry. Emphasis on the applications of these principles and the fostering of scientific literacy leads to the coverage of topics of contemporary concern such as energy utilization, air and water pollution, synthetic materials, nutrition and radiation biology. The laboratory provides the setting for illustrating chemical principles and developing manipulative skills. For students of home economics, physical therapy, hotel, motel and restaurant management and related fields.

### **82-207, 82-209. GENERAL CHEMISTRY**

*Credit, three hours each.*

A first year chemistry course for students whose major area of study is biology, chemistry, mathematics, medical technology, pre-medicine, or prepharmacy. Such fundamental concepts of chemistry as the structure of atoms and molecules, the nature of solids, liquids, and gases, the reactions of inorganic and organic structures, and the effects of chemicals on the environment are studied. 82-207 is offered in the fall; 82-209 in the spring. 82-208 and 82-210 are to be taken with 82-207 and 82-209 respectively. Prerequisites: High School chemistry is recommended. Corequisite: Algebra.

### **82-208. GENERAL CHEMISTRY LABORATORY I**

*Credit, one hour.*

A laboratory course in Inorganic Qualitative Analysis, three hours per week, to be taken simultaneously with the first semester of General Chemistry 82-207.

### **82-210. GENERAL CHEMISTRY LABORATORY II**

*Credit, one hour.*

A laboratory course in General Chemistry, three hours per week, to be taken simultaneously with the second semester of General Chemistry 82-209. The main emphasis of the course is quantitative, with experiments in synthesis, acid-base reaction, oxidation-reduction, gas evolution, and quantitative determination of unknown concentration.

### **82-301. INORGANIC CHEMISTRY**

*Credit, three hours.*

The theoretical principles of chemical bonding and molecular structure are correlated with the chemical and physical properties of inorganic compounds. Includes covalent and ionic bonding, periodic trends, systematic study of the representative, transition, inner transition and inert gas elements, structure determination and reaction mechanisms. Prerequisites: 82-207, 82-209.

### **82-308. RADIOCHEMISTRY**

*Credit, three hours.*

A study of the principles underlying the nature of radioactivity and of the various chemical, biological and industrial applications of radioisotopes. Particular emphasis is placed on factors contributing to nuclear instability, nature of the decay process, handling and measurement of radioisotopes and the practical aspects of nuclear energy. Prerequisites: 82-207, 82-209.

### **82-311. CHEMICAL PHARMACOLOGY**

*Credit, three hours.*

This course is an introduction to the structure, mechanism of action, and clinical application of drugs currently in use. The emphasis is on general pharmacological principles and a survey of a wide spectrum of agents; chemical aspects of pharmacology are stressed when

they contribute significantly to the understanding of drug action. Prerequisites: one semester of anatomy/physiology and one semester of chemistry; or, permission of the instructor.

## **82-315, 82-316. ORGANIC CHEMISTRY**

*Credit, four hours each.*

A systematic study of the chemistry of the compounds of carbon. The hydrocarbons and other monofunctional classes are discussed in detail followed by difunctional and polyfunctional compounds such as amino acids, carbohydrates and natural and synthetic polymers. Connections between organic chemistry and the life sciences are emphasized. The overall approach of the course is toward problem solving. Modern instrumental methods are emphasized in the laboratory where a considerable amount of work is possible. Prerequisites: 82-207, 82-209.

## **82-319. BIOCHEMISTRY**

*Credit, three hours.*

A study of the properties of such biomolecules as proteins, enzymes, nucleic acids, carbohydrates and lipids and the relationship between structure and biochemical function. Further emphasis is placed on the localization of biomolecules in the cell, their degradation and biosynthesis, utilization of chemical energy, transport across cell membranes and biochemical regulation. Prerequisites: 82-207, 82-209. Recommended: Biology 81-208, 81-209.

## **82-320. BIOCHEMICAL TECHNIQUES**

*Credit, two hours.*

A laboratory course devoted to the study of the physical and chemical properties of naturally occurring substances. Experience is gained in the use of chromatography, electrophoresis, spectrophotometry, manometry and related methods. Prerequisite: 82-319.

## **82-321. ANALYTICAL CHEMISTRY**

*Credit, four hours.*

The theoretical and experimental treatment of the principles of chemical equilibrium as applied to the analysis of selected inorganic and organic substances. Particular emphasis is placed on the use of volumetric, gravimetric and colorimetric methods, along with some special techniques. Prerequisites: 82-207, 82-209.

## **82-322. INSTRUMENTAL ANALYSIS**

*Credit, three hours.*

The principles and applications of instrumentation as a convenient and readily observable approach to analytical chemistry determinations. Includes the use of ultraviolet, visible and infrared spectrophotometry, fluorimetry, gas chromatography, polarography and related methods. Prerequisites: 82-207, 82-209 and 82-321.

## **82-327. SOLUTION CHEMISTRY**

*Credit, three hours.*

A one-semester course to be taken by the student in the sophomore or junior year. A study of the physical and chemical properties of the liquid state is pursued, with particular emphasis placed on aqueous solution.

The preparation of solutions of various concentrations is reviewed. Thermodynamics is introduced. Other major areas are acid-base theory, kinetics, equilibria between phases and electrochemistry. Prerequisites: 82-207, 82-209, 85-105.

## **82-328. SOLUTION CHEMISTRY LABORATORY**

*Credit, one hour.*

A three-hour per week laboratory course to be taken with Solution Chemistry, 82-327. Aqueous and non-aqueous solutions will be prepared, the physical and chemical properties of which will be investigated. Prerequisite: 82-327.

## **82-331, 82-332. SEMINAR**

*Credit, one hour each.*

May be taken more than once for credit. The selection, organization and presentation of topics within one's area of interest in chemistry. Topics are selected from among the current literature, review articles and reports in scientific journals. Prerequisites: 82-207, 82-209.

## **82-415, 82-416. ADVANCED ORGANIC CHEMISTRY**

*Credit, one to three hours each.*

The content of the course is flexible and can be structured to meet the needs of the student. Possible orientations include: 1) a review and extension of the principles covered in "Organic Chemistry" 2) a detailed treatment of the mechanisms of organic reactions 3) a selective study of the synthesis of organic compounds and 4) molecular orbital theory and rate processes as applied to organic chemistry. Prerequisites: 82-315, 82-316.

## **82-427. SPECTROSCOPY**

*Credit, two hours.*

A study of the classical and quantum theories of the interaction of radiation with matter, including an introduction to the Schrodinger wave equation. The absorption and emission of radiation by atoms and molecules is treated, with particular emphasis being placed on ultraviolet, visible and infrared spectroscopy and resonance phenomena. Prerequisites: Chemistry 82-207, 82-209. Physics 83-211, 83-212 and Math through Calculus.

## **82-428. THERMODYNAMICS**

*Credit, three hours.*

A study of the principles underlying the content and transfer of energy in physical and chemical reactions. The classical laws of thermodynamics are introduced and the concepts of free energy, entropy, work and enthalpy are defined and subjected to a careful quantitative treatment. Prerequisites: 82-207, 82-209, 83-211, 83-212 and Math through Calculus.

## **82-429. THERMODYNAMICS LABORATORY**

*Credit, one hour.*

A three-hour per week laboratory course to be taken with 82-428 Thermodynamics. Experimental investigations of the thermodynamic properties of gaseous and liquid systems will be pursued, specifically gas density, molecular weight determination, heats of solution, heats of reaction, kinetic measurements.

## **82-431, 82-432. SPECIAL STUDIES**

*Credit, one to three hours each.*

An individualized program of study. Enables the student to broaden his background within a special area of interest through exposure to advanced concepts and experimental techniques. Usually includes laboratory work, literature search and the preparation of a scientific report. By departmental permission.

## **COMMERCIAL ART**

(SEE ALSO ART AND PHOTOGRAPHY)

### **34-171. INTRODUCTION TO COMMERCIAL ART I**

*Credit, three hours*

Development of design concepts relative to advertising through practical projects, layout, and lettering.

### **34-172. COMMERCIAL LETTERING**

*Credit, three hours.*

Comprehensive experience is provided in the major styles and techniques of lettering employed in commercial art. Emphasis is upon the development of speed, skill, accuracy and knowledge of stylistic variations of typography.

### **34-174. LAYOUT DESIGN I**

*Credit, three hours.*

Studio and lecture on design principles, basic layout techniques, tools, methods, materials and media.

### **34-175. LAYOUT DESIGN II**

*Credit, three hours.*

Advanced studio problems in the preparation of camera-ready copy.





## **-176. INTRODUCTION TO COMMERCIAL ART II**

*edit, three hours*

Development of design concepts relative to advertising through practical projects, layout, and lettering. A continuation of 34-171.

## **-271. GRAPHIC TECHNIQUES I**

*edit, three hours.*

Studio problems and lecture on photo-engraving, letterpress, offset lithography, rotogravure, typography, and layout imposition.

## **-272. GRAPHIC TECHNIQUES II**

*edit, three hours.*

Studio problems and lecture on three and four color processes, bindery, job estimating, paper problems, copy preparation and the basic elements of photography.

## **-273. ILLUSTRATION**

*edit, three hours.*

Developing and finishing illustrations for advertising and decorative use. Design and application of spot illustrations with consideration for reproduction requirements. Line, black and white, limited and full color. Prerequisite: Commercial Lettering 231, and Introduction to Commercial Design 371.

## **-274. FIELD EXPERIENCE IN COMMERCIAL ART**

*edit, five hours.*

Students will be placed in commercial agencies in order that they may obtain invaluable "on the job" training. Students will spend a minimum of 14 hours per week working under an approved field supervisor. A two hour seminar will be held each week for the purpose of integrating theory and practice. Prerequisite: 15 hours of commercial art.

## **-279. SPECIAL PROJECTS IN COMMERCIAL ART**

*edit, three to five hours.*

Basic Air Brush, Air Brush Photo Retouching, Architectural Rendering, Interior Decorating and Design, Portrait Painting, Audio Visual Illustrations, Sign Painting.

### **34-370. ADVANCED DESIGN**

*Credit, three hours.*

In depth study of the elements and principles of design. Problems, research and field trip are taken to reinforce understanding. Prerequisites: 33-140 and 33-170.

### **34-371. COMMERCIAL DESIGN**

*Credit, three hours.*

Development of design concepts relative to advertising through practical projects. Emphasis placed on problems in composition and pictorial organization, layout and lettering. Prerequisites: 33-140 and 33-170.

### **34-373. SPECIAL PROJECTS IN THE GRAPHIC ARTS**

*Credit, three to five hours.*

A continuation of the skills and techniques developed in Commercial Art I with emphasis being a higher technical proficiency and more professional work. Prerequisite: Commercial Art I. Special fields of interest include: Creative Photography, Industrial Photography, Screen Posters, Story Illustrating, Medical Illustrating, Mechanical Illustrating, Technical Illustrating, Cartooning and Animation.

### **34-374. SPECIAL PROJECTS IN THE ADVERTISING ARTS**

*Credit, three to five hours.*

A continuation of the skills and techniques developed in Commercial Art I and Graphic Arts with emphasis being a higher technical proficiency and more professional work. Prerequisite: Commercial Art I and Graphic Arts. Special fields of interest include: Package Design, Anatomy and Figure Drawing, Fashion Design and Illustrating, Wash Drawings in Advertising, Interior Store and Window Display, Point of Purchase Displays.

### **34-474. RESEARCH (DESIGN)**

*Credit, one to three hours.*

An upper division course designed as a culminating experience within the concentration area of design, thereby providing an opportunity to pursue a specific area of design on a meaningful level. Prerequisite: Eight hours of design.

## **COOPERATIVE TRAINING PROGRAM**

### **24-341. TEACHING OF BRAILLE READING AND WRITING TO THE BLIND**

*Credit, three hours.*

### **24-342. METHODS OF TEACHING BLIND CHILDREN, ELEMENTARY GRADES**

*Credit, three hours.*

### **24-343. METHODS OF TEACHING BLIND CHILDREN, SECONDARY SCHOOL LEVEL**

*Credit, three hours.*

### **24-408. DIRECTED TEACHING WITH DEAF CHILDREN**

*Credit, eight hours.*

### **24-409. DIRECTED TEACHING WITH BLIND CHILDREN**

*Credit, eight hours.*

### **24-453. THE TEACHING OF SPEECH TO THE DEAF**

*Credit, four hours.*

### **24-454. THE TEACHING OF LANGUAGE TO THE DEAF**

*Credit, four hours.*

### **24-455. COMMUNICATION WITH THE DEAF**

*Credit, two hours.*

This is an optional course and not required for a teacher certificate.

**ECONOMICS****12-205. PRINCIPLES OF ECONOMICS***Credit, three hours.*

Introduction to fundamental economics concepts including: supply and demand analysis; money, banking, government and fiscal policy with emphasis upon the level and fluctuations in income, employment and prices; economic growth; and comparative economic systems.

**12-206. ECONOMIC PROBLEMS***Credit, three hours.*

Continuation of 12-205. Topics include: extension of supply and demand analysis, production costs and revenue analysis of firms under perfect and imperfect competition, resource markets and international trade and finance. Selected economic problems. Prerequisite: 12-205.

**12-301. THEORY OF PRICE AND RESOURCE ALLOCATION***Credit, three hours.*

An intermediate level study of the manner in which factors of production are allocated to different firms and industries and how payments to these factors are distributed in a market economy. Analysis of consumer choice, theory of the firm, and the effects of imperfect competition. Optimization techniques such as linear programming, transportation and other allocation problems. Prerequisite: 12-206.

**12-302. THEORY OF INCOME AND EMPLOYMENT***Credit, three hours.*

An analysis of the determinants of the level of income and employment in the aggregate. Emphasis on the Keynesian theory and its application to stabilization policies. An introduction to post-Keynesian analysis. Prerequisite: 12-206.

**12-304. DEVELOPMENT OF ECONOMIC THOUGHT***Credit, three hours.*

A study of the development of economic thought from mercantilism to the present day. Contributions of great economists to economic analysis, and their bearing on current theory and policy issues are emphasized. Prerequisite: 12-206.

**12-305. MONEY AND BANKING***Credit, three hours.*

Role of money and credit in the economy. Structure and operation of commercial banks. The Federal Reserve System and process and instruments of monetary policy. Elements of monetary theory. Prerequisite: 12-206.

**12-310. PUBLIC FINANCE***Credit, three hours.*

A study of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes and government debt policies. Prerequisite: 12-305.

**12-315. COMPARATIVE ECONOMIC SYSTEMS***Credit, three hours.*

A theoretical comparison of the exchange economy, classical capitalism, Keynesian capitalism, and socialism with applications to particular economic environments. Prerequisite: 12-206.

**12-319. BUSINESS CYCLES AND FORECASTING***Credit, three hours.*

Theories of the business cycle — including classical, neo-classical and monetarist. National income analysis and application to macroeconomic forecasting. Prerequisite: 12-315.

**12-325. INTERNATIONAL ECONOMICS***Credit, three hours.*

A treatment of the basic theories, problems and policies of international trade and finance. Prerequisite: 12-206.

## **12-410. SEMINAR IN ECONOMIC DEVELOPMENT**

*Credit, three hours.*

The historical and theoretical analysis of the major factors that influence economic development. This course is available to students who have manifested mature development in the economic areas. Prerequisite: permission of instructor.

## **EDUCATION**

### **21-200. FOUNDATIONS OF AMERICAN EDUCATION**

*Credit, three hours.*

The central focus of the course is an examination of the relationship between the school as a social institution and the larger society. This is accomplished through a variety of ways, but mainly through a combination of philosophical, historical and problem-oriented inquiry into that relationship. The assumption is that a teacher who has developed an understanding of the vital relationships between school and society is in a position to see his professional roles beyond the narrow confines of the classroom, and out of such a perspective will emerge a more sensitive and effective teacher.

### **21-204. HISTORY AND PHILOSOPHY OF THE MIDDLE SCHOOL**

*Credit, three hours.*

The course engages in an historical and philosophical analysis of American educational thought and practice relevant to the development of the Middle School. The themes of the course will center on the historical development of an educational structure and curriculum having as its focus the psychological, educational, and social needs of the emerging adolescent.

The course will also examine the philosophical foundation of the Middle School.

### **21-301. ADOLESCENT DEVELOPMENT**

*Credit, three hours.*

A course designed for those with a professional interest in adolescence. Course content emphasizes cognitive, physical, and psychosocial-affective variables which affect adolescent development. A field experience is required for those in education. Education students must schedule a free three hour block of time each week during public school hours to meet this requirement. A comparable project is required of those not in education. Prerequisite for Secondary Education students: 21-200.

### **21-302. EDUCATIONAL PSYCHOLOGY**

*Credit, three hours.*

A course designed to acquaint the student with theories and models of learning and teaching. Emphases are placed on the generation, implementation and evaluation of teaching strategies. A field experience is required for those in education. Education students must schedule a free three hour block of time each week during public school hours to meet this requirement. A comparable project is required of those not in education. Prerequisites for Secondary Education students: 21-200, 21-301.

### **21-303. HUMAN DEVELOPMENT: GROWTH AND LEARNING**

*Credit, three hours.*

A course exploring the psychological variables which enter into the teaching-learning process from birth to adolescence. Prerequisite: 21-200 for elementary education majors. No prerequisite for all non-education majors.

### **21-304. PSYCHOLOGY OF THE MIDDLE SCHOOL CHILD**

*Credit, three hours.*

This is a course designed to acquaint the in-service and pre-service teacher with the unique physiological, cognitive and psychological nature of the middle school child. Using this information base, implications for appropriate teacher behavior, consistent with relevant learning and motivational theory, are dealt with. Prerequisite: Permission of instructor.



**21-305. AUDIO VISUAL AIDS***Credit, three hours.*

A foundation course designed to acquaint the student with the use of audio visual aids in the chain of communications. The course content will consist of: (1) the historical, philosophical and psychological reasons for the use of audio visual aids; (2) production and use of audio visual aids; and (3) operating the audio visual hardware. Prerequisite: Education majors must have completed 21-200.

**21-308. FOUNDATIONS OF EARLY EDUCATION***Credit, three hours.*

A course designed to acquaint students with historic background and modern-day trends relative to the aims and content of curriculum in Early Education. Prerequisites: 21-200, 21-303.

**21-310. EDUCATIONAL SOCIOLOGY***Credit, three hours.*

The course is designed to acquaint the student with education as a distinctly social phenomenon subject to objective scientific analysis. A sociological perspective on education requires that the student "step back" from that which he is examining, set aside his personal and cultural biases and take a long, hard look at the phenomenon of education.

**21-316. METHODS AND FIELD EXPERIENCE IN SCIENCE AND MATHEMATICS***Credit, two hours.*

Methods and Field Experience in Science and Mathematics is part of the professional program developed to provide opportunities to acquire knowledge and skills necessary to the teaching profession in these support areas. The course requires six hours of clinical experience per week in the public school classroom with a weekly hour long class session throughout the semester. This course should be included in the students program before Directed Teaching. Prerequisites: 21-200, 21-303.

**21-317. METHODS AND FIELD EXPERIENCE IN SOCIAL STUDIES***Credit, two hours.*

Methods and Field Experience in Social Studies is part of the professional program developed to provide opportunities to acquire knowledge and skills necessary to the teaching profession in these support areas. The student will spend six hours a week working as an instructional aide in a public school classroom. One hour per week will be used in a seminar class designed to orient him to the teaching experience and provide instruction in materials and methods in the teaching of social studies. Prerequisites: 21-200, 21-303.

**21-319. MIDDLE SCHOOL CURRICULUM***Credit, three hours.*

A course designed to acquaint the student with the relationship between the unique needs of the transcendent child and his schooling process. Included are such variables as the nature of knowledge, of the learner, and the schooling process. Other variables included within the course are related to content learning.

**21-400. INSTRUCTIONAL STRATEGIES IN EARLY EDUCATION***Credit, three hours.*

A course designed to acquaint students with instructional strategies and materials appropriate to instruction in a variety of Early Education environments. Prerequisites: 21-200, 21-303, 21-308, 25-304. This course is taken concurrently with 21-401.

**21-401. CLINICAL EXPERIENCES IN EARLY EDUCATION***Credit, three hours.*

Clinical experiences necessary to the practical application of those approaches unique to Early Education. Prerequisites: 21-200, 21-303, 21-308, 25-304. This course is taken concurrently with 21-400.

## **21-402. GENERAL METHODS IN ELEMENTARY EDUCATION, K-6**

*Credit, three hours.*

General Methods in Elementary Education (K-6) is taken concurrently with Directed Teaching. The course is a part of a block which also includes Audio-Visual Aids and Remedial Reading. It is taught intensively during the first 10-12 days of each semester and then continues throughout the semester in weekly half-day seminars for students in their fulltime clinical experience. Prerequisites: 21-200, 21-303, 21-412, 21-316, 21-307.

## **21-404. PRINCIPLES AND PRACTICES OF SECONDARY EDUCATION, GRADES 7-12**

*Credit, four hours.*

Provides the student with a background in the theory of Secondary Education which will correlate principles and techniques of teaching in secondary schools with the actual practices in current use. Introduces lesson and unit planning and a variety of methods of teaching including lecturing, discussion techniques, group dynamics, assignments, reviews and drills. Classroom routines, homeroom activities, record keeping and extracurricular programs are considered. The course attempts to show the interrelationships of various disciplinary areas and how each subject matter teacher is a member of an interacting team. Frequent visits to public schools keep the student aware of the realities inherent in the classroom situation. A number of class sessions will be devoted to how the secondary teacher can aid and assist students in improving their reading skills. Prerequisites: 21-200, 21-301, 21-302, Admission to the Professional Block.

## **21-407. GENERAL METHODS: MIDDLE SCHOOL, 4-8**

*Credit, three hours.*

General Methods: Middle School (4-8) is taken concurrently with Directed Teaching as part of the professional block which also includes Remedial Reading and Audio-Visual Aids. It is taught intensively during the first 11-12 days of each semester and continues through the balance of the semester during the half-day weekly seminars that are part of the Directed Teaching experience. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442.

## **21-408. PROBLEMS IN ELEMENTARY EDUCATION**

*Credit, one to six hours.*

Problems in Elementary Education is designed primarily for in-service elementary school teachers in need of completing requirements for certification. Specific objectives will be decided upon with individual participants. Prerequisites and corequisites are dependent upon the participants' individual academic program. Prerequisite: Permission of Education Division Chairman.

## **21-409. PROBLEMS IN SECONDARY EDUCATION**

*Credit, one to six hours.*

This course is recommended for in-service secondary teachers. Specific objectives will be worked out with the participants, who will choose the area in which they wish to work either individually or with a group. General and specific methods, materials of instruction, guidance and other items related to the field of secondary education will be taken up as a workshop experience. Prerequisite: Permission of Education Division Chairman.

## **21-412. METHODS AND FIELD EXPERIENCE IN LANGUAGE ARTS**

*Credit, two hours.*

Methods and Field Experience in Language Arts is part of the professional program developed to provide opportunities to acquire knowledge and skills necessary to the teaching of Language Arts. The course requires six hours of clinical experience per week in the public school classroom. One hour per week will be spent in a seminar designed to orient the student to current methods and materials in Language Arts. Prerequisites: 21-200, 21-303.

## **21-415. EDUCATIONAL TESTS AND MEASUREMENTS**

*Credit, three hours.*

A course designed to develop knowledge of psychological instruments available for the appraisal of human behavior and skill in administering and interpreting those tests and measurements. Prerequisite: Permission of instructor.

**21-416. PSYCHOEDUCATIONAL APPRAISAL AND EDUCATIONAL PLANNING***Credit, three hours.*

This course is designed to provide appraisal and planning skills to persons who may be involved with planning for the needs of exceptional children. Teaches a wide range of non-restrictive test instruments. Prerequisite: Permission of instructor.

**21-417. PRINCIPLES AND PRACTICES OF GUIDANCE***Credit, three hours.*

The course emphasizes the role of the classroom teacher in the guidance program of modern elementary and secondary schools. Techniques of guidance to enable children and youth to make wholesome adjustments to modern life will be stressed. Recommended for all future teachers. Interpretation of the results of tests is a part of this course. Prerequisites: Permission of instructor.

**21-420. SPECIAL METHODS OF TEACHING MATHEMATICS***Credit, three hours.*

A special methods course for secondary education majors in Mathematics. An in-depth study of special methods, curriculum, problems and techniques involved in mathematics instruction. Prerequisites: 21-200, 21-301, 21-302. "This course is not taught every semester. Students should check in advance with division chairman."

**21-421. SPECIAL METHODS OF TEACHING ENGLISH***Credit, three hours.*

Current approaches in the teaching of English in the secondary school. Topics include basic teaching procedures and approaches in composition, literature, and grammar; the secondary reading program; critical examination of recent texts; educational media in the field of language arts instruction; materials of instruction. Prerequisites: 21-200, 21-301, 21-302.

**21-422. SPECIAL METHODS OF TEACHING SOCIAL STUDIES***Credit, three hours.*

This course is designed to acquaint the student with the philosophy, aims, and methods of teaching social studies in the secondary school. Prerequisites: 21-200, 21-301, 21-302.

**21-423. SPECIAL METHODS OF TEACHING SCIENCE***Credit, three hours.*

Inquiry approach to teaching science is the major thrust of this course. The student is introduced to or reacquainted with the objectives of secondary school science and how the inquiry method of teaching meets these objectives. Some time is spent identifying those cognitive and psychomotor skills that are important in the sciences, and the affective behaviors science education aims to develop. Each student is provided the opportunity to examine and evaluate current secondary science curricula and to prepare a unit stressing inquiry teaching. To focus attention on specific problems in secondary school science teaching, role playing is often employed. The culminating activity is the development and teaching of a "lesson" from the unit prepared. Throughout the course special emphasis is placed on media, safety, and science classroom-laboratory management. "This course is not taught every semester. Students should check in advance with division chairman." Prerequisites: 21-200, 21-301, 21-302.

**21-424. SPECIAL METHODS OF TEACHING OF SCIENCE IN THE ELEMENTARY SCHOOL***Credit, three hours.*

A course designed to aid the prospective elementary teacher in the planning and administering of elementary science in grades one through six. Emphasis will be placed upon the organizing and presenting of such experiences as field trips, experiments, etc.

## **21-426. SPECIAL METHODS OF TEACHING MUSIC**

*Credit, three hours.*

A course designed to aid the participants in constructing a working philosophy of music in the schools in which all music activities and courses can be viewed in proper perspective. In addition, emphasis will be placed on the refining of known skills as applicable to the means by which music objectives can be realized; developing and administering the band and choral programs along with instrumental and vocal techniques; conducting such specialized music courses as music theory, history, and music appreciation; and examining appropriate teaching materials. A Field Experience in an area public school is required. Students must insure an open block of 3 hours per week in their schedule to allow for assignment to a public school. Prerequisites: 21-200, 21-301, 21-302, 32-227, and 32-325.

## **21-427. SPECIAL METHODS OF TEACHING ART**

*Credit, three hours.*

A course designed to acquaint the student with the nature of teaching art on the secondary level. The course covers the objectives of secondary art education, the psychology of perception and learning as it applies to art, current philosophical positions in art education and recent research within the field. A Field Experience in an area public school is required. Students must insure an open block of 3 hours per week in their schedule to allow for assignment to a public school. Prerequisites: 21-200, 21-301, 21-302, second semester junior.

## **21-428. SPECIAL METHODS OF TEACHING HOME ECONOMICS AT THE SECONDARY LEVEL**

*Credit, four hours.*

Current approaches to dealing with the problems directly related to teaching, beginning with the philosophy and objectives of home economics education and continuing through methods and techniques of developing the objectives and evaluating their results.

## **21-429. SPECIAL METHODS OF TEACHING HOME ECONOMICS AT THE ADULT LEVEL**

*Credit, two hours.*

A study of the philosophy, promotion, organization, methods and techniques of working with out-of-school groups. Each student will participate in teaching an adult group.

## **21-430. SPECIAL METHODS OF TEACHING BUSINESS EDUCATION**

*Credit, three hours.*

A course designed to acquaint the pre-service teacher with methods and techniques for teaching business subjects. Attention is also given to the formulation of instructional objectives and to problems which might arise in the field. The course is taken prior to or concurrently with student teaching. Prerequisites: Minimum of 20 hours credit from courses required in the teaching field, 21-200, 21-301, 21-302. As this course is not taught every semester, students should check with the division chairman.

## **21-431. SPECIAL METHODS OF TEACHING HEALTH, SAFETY AND PHYSICAL EDUCATION IN THE ELEMENTARY AND SECONDARY SCHOOLS**

*Credit, three hours.*

This course is designed to enable the student to apply the fundamental principles of learning and teaching in the areas of safety, health, and physical education at the elementary and secondary levels. A Field Experience in an area public school is required. Students must insure an open block of 3 hours per week in their schedule to allow for assignment to a public school. This course is taken prior to student teaching. Prerequisites: Minimum of 20 hours credit from courses required in teaching field, 21-200, 21-301, 21-302, and consent of instructor.

## **21-442. BASIC COMPONENTS OF READING INSTRUCTION**

*Credit, three hours.*

A basic course in methods, materials, and techniques fundamental to developmental reading instruction at the elementary and secondary level. Prerequisite: 21-200.



**21-443. READING IN CONTENT AREAS***Credit, three hours.*

A course concentrating on reading instruction in the content areas of the curriculum. Attention is given to the identification of the special reading abilities required in subject matter areas. Prerequisite: Permission of instructor.

**21-444. DIAGNOSTIC AND PRESCRIPTIVE READING***Credit, three hours.*

A course which provides basic information essential to individualized prescriptive instruction in reading. Prerequisite: Permission of the instructor.

**21-445. REMEDIAL READING***Credit, three hours.*

Methods, materials and techniques necessary to the diagnosis and remediation of reading problems in the classroom. Prerequisites: 21-200, 21-442, and/or permission of instructor.

**21-447. CLINICAL READING***Credit, four hours.*

A course concentrating on identification, diagnosis, and specialized instruction of specific reading problems. Field experience is built into the requirement. Students must set aside 2 hours per week for the field experience. Prerequisite: Permission of instructor.

**21-450. DIRECTED TEACHING IN THE ELEMENTARY SCHOOL, GRADES 1-6***Credit, six hours.*

Directed Teaching in the Elementary School, Grades 1-6 provide an extended (14-15 week) in-depth clinical experience in the public schools under the supervision of experienced personnel. It is the culminating clinical experience which affords the student the opportunity to fine-tune his teaching skills. Students would ordinarily enroll in 21-402, 21-445, and 21-305 concurrently with 21-450. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442, and acceptance into the professional block.

**21-451. DIRECTED TEACHING IN THE ELEMENTARY SCHOOL, GRADES 1-6***Credit, three hours.*

Directed Teaching in the Elementary School, Grades 1-6 is to be combined with 21-452 or 21-453 to enable the student to complete the required six hours of directed teaching and to receive certification in elementary education with a teaching field in Early Education or certification for teaching in Middle Schools. It is also designed for individuals with unique problems such as those associated with state certification or changes in teaching levels. This course provides in-depth clinical experience in the public schools under the supervision of experienced personnel. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442, and acceptance into the professional block and/or permission of the Education Division Chairman.

**21-452. DIRECTED TEACHING IN EARLY EDUCATION, GRADES N-K***Credit, three hours.*

Directed Teaching in Early Education, Grades N-K provides an opportunity for the student interested in teaching on the early childhood level to develop the necessary competencies. The student ordinarily also enrolls in 21-451 thus providing for the six semester hours necessary for meeting the Directed Teaching requirements. In addition the student also usually enrolls in 21-402, 21-445, and 21-305. This clinical experience provides the student with in-depth experience on the N-K level for approximately one-half of the semester. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442, acceptance into the professional block, and/or permission of the Education Division Chairman.

**21-453. DIRECTED TEACHING IN THE MIDDLE SCHOOL, GRADES 4-8***Credit, three hours.*

Directed Teaching in the Middle School, Grades 4-8 provides an in-depth clinical experience in the public school, at the appropriate grade level, under the supervision of experienced personnel. The extended immersion in the program of the middle school will provide the student opportunities to test his knowledge of the subject areas chosen, and to gain competence in the teaching skills. Students ordinarily would enroll in 21-402, 21-445, 21-305, and 21-451 concurrently with enrollment in 21-453. Prerequisites: 21-200, 21-303, 21-316, 21-317, 21-412, 21-442, acceptance into the professional block, and/or permission of the Education Division Chairman.

### **21-455. DIRECTED TEACHING, GRADES 7-12**

*Credit, six hours.*

Gives insight, through study and observation, and provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary schools. Prerequisites: 21-200, 21-301, 21-302, 21-404, and special methods in a teaching field.

### **21-456. DIRECTED TEACHING; GRADES K-12**

*Credit, six hours.*

Limited to those students in the K-12 programs of Physical Education, Art, and Music. Gives insight, through study and observation, and provides skill, through planning and teaching, to enable the graduates to handle successfully all types of teaching situations in secondary and elementary schools. Prerequisites: 21-200, 21-301, 21-302, 21-404, and special methods in a teaching field.

### **21-460. SURVEY OF EXCEPTIONAL CHILDREN**

*Credit, three hours.*

The intent of this course is to familiarize the student with the nature, etiology, specific characteristics, and needs of the exceptional child. The course is designed to meet basic certification requirements in those states that require a minimum of three hours of course work in Special Education in order to be certified. It is equally relevant to Early Childhood, Elementary Education, Secondary Education, Therapeutic Recreation, Psychology and Nursing.

### **21-480. ART MATERIALS AND PROCEDURES**

*Credit, two hours.*

A lab type course concerned with the materials, methodology and sequence of secondary art. Practical experience is provided in unit construction and creative teaching. This course is taken prior to or concurrently with student teaching. Prerequisite: 21-427.

### **21-490. COMPARATIVE AND INTERNATIONAL EDUCATION**

*Credit, three-six hours.*

The course will examine a variety of countries or societies (past and present) and focus on the development or modernization of schools, educational programs, ideas and policies and their relationships with other aspects (social, political, economic and cultural) of the respective societies. It is designed to enrich the education of students enrolled in the Division of Education and other academic divisions by providing opportunities to study how other people educate their children and how schools function in other societies.



## ENGLISH

The following are courses in English composition:

### **60-100. FUNDAMENTALS OF GRAMMAR**

*Credit, three hours.*

A basic study and review of English mechanics and grammar, including basic sentence units, sentence structure, sentence variety, recognition and avoidance of common grammatical errors, and graphics, designed to prepare the student to express himself, clearly, directly, and effectively.

### **60-101. WRITTEN ENGLISH**

*Credit, three hours.*

A study of the major types of expository writing; writing compositions developed by prescribed rhetorical modes. Prerequisite: satisfactory score on the English Placement Examination or the earning of a passing grade in English 100. Prerequisite to all other English courses.

### **60-102. WRITTEN ENGLISH**

*Credit, three hours.*

A continuation of 60-101, with an introduction to literary types; extensive practice in various kinds of expository and critical writing with emphasis on the research paper. Prerequisite: English 60-101. Prerequisite to all other English courses.

### **60-331. MODERN GRAMMAR**

*Credit, three hours.*

A study of both descriptive grammar and transformational grammar as a basis for critical reading and effective speaking and writing. Prerequisites: 60-101 and 60-102.

### **60-332. ADVANCED COMPOSITION**

*Credit, three hours.*

A study of techniques and extensive practice in informative, persuasive, and contemplative writing. Prerequisites: 60-101 and 60-102.

### **60-362. CREATIVE WRITING**

*Credit, three hours.*

An applied study of basic stylistic and structural techniques characteristic of various forms of imaginative writing, analyzed in selected models, with particular emphasis given to a guided, constructive criticism of student writing submitted for class discussion. Consent of the instructor necessary for admission. Prerequisites: 60-101 and 60-102; 60-332 for non-liberal arts majors; liberal arts majors may substitute this course for 60-332 with the consent of the instructor and the chairman of the division.

### **60-405. HISTORY OF THE ENGLISH LANGUAGE**

*Credit, three hours.*

A study of modern English and its heritage, with emphasis on American English. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

### **60-438. SEMINAR IN GRAMMAR**

*Credit, one hour.*

The student marks for correction freshman exercises and compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-331 and 60-332 and permission of instructor.

### **60-439. SEMINAR IN GRAMMAR**

*Credit, one hour.*

The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-331 and 60-332, and permission of instructor.

## **60-440. SEMINAR IN GRAMMAR**

*Credit, one hour.*

The student marks for correction freshman compositions under the supervision of a member of the English staff. Prerequisite: junior or senior rank, successful completion of 60-331 and 60-332, and permission of instructor.

The following are courses in Literature:

## **61-202. BACKGROUNDS OF LITERATURE**

*Credit, three hours.*

A study of all forms of children's literature, with emphasis on laying foundations for life-long enjoyment of literature, giving instruction and practice in story-telling, and establishing criteria and resources for book selection. Only candidates for the degree of Bachelor of Arts in Elementary Education and students with a minor or teaching field in Library Science may enroll in this course. Students in Secondary Education may, with the permission of the division chairman, take this course as an elective. Prerequisites: 60-101 and 60-102.

## **61-204. SURVEY OF AMERICAN LITERATURE**

*Credit, three hours.*

A critical study of representative writers and works from the Colonial Period to the present, with particular emphasis on the relationship of American literature to specific authors and works in World Literature. Prerequisites: 60-101 and 60-102.

## **61-210. SURVEY OF ENGLISH LITERATURE**

*Credit, three hours.*

A survey of major works of poetry and prose of the British literary tradition (Module A: *Beowulf*, Chaucer, *Sir Gawain and the Green Knight*; Module B: Milton, Dryden, Swift, Pope, Johnson; Module C: Carlyle, Tennyson, Browning, Arnold, Hardy, Hopkins, Conrad). The relationship of English Literature to specific authors and works in World Literature is emphasized. Prerequisites: 60-101 and 60-102.

## **61-211. SURVEY OF ENGLISH LITERATURE**

*Credit, three hours.*

A survey of major works of poetry and prose of the British literary tradition (Module A: Spenser, Shakespeare, Donne, Jonson; Module B: Blake, Wordsworth, Coleridge, Byron, Shelley, Keats; Module C: Yeats, Joyce, Lawrence, Eliot, Beckett, Auden). The relationship of English literature to specific authors and works in World Literature is emphasized. Prerequisites: 60-101 and 60-102.

## **61-300. MYTHOLOGY**

*Credit, three hours.*

Emphasis will be on Greek, Roman and Norse mythology and their influence on English and American writers. Various examples of Greek and Roman literature will be read in translation. Prerequisites: 60-101 and 60-102.

## **61-301. SHORT STORY**

*Credit, three hours.*

A careful reading and discussion of selected short stories with the dual purpose of developing the student's critical appreciation and acquainting him with the nature and development of the short story form. Prerequisites: 60-101 and 60-102.

## **61-302. CONTEMPORARY AMERICAN LITERATURE**

*Credit, three hours.*

A study of American fiction and poetry from the Second World War to the present. Prose selections range from Salinger to Vonnegut; poetry selections range from Roethke to Merwin. Black authors and song lyrics are included. Prerequisites: 60-101, 60-102 and 61-204.

## **61-303. SHAKESPEARE**

*Credit, three hours.*

A study of selected plays and the sonnets. Minor emphasis on Shakespeare's biography and Elizabethan background. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.



**1-304. EARLY DRAMATIC LITERATURE***credit, three hours.*

A study of representative drama from Aeschylus to Ibsen. Prerequisites: 60-101 and 60-102.

**1-305. MODERN DRAMATIC LITERATURE***credit, three hours.*

A study of the drama from Ibsen to the present day. Representative plays from Europe, Britain, and America will be read and critically interpreted. The cultural and intellectual background of modern American theatre will be studied. Prerequisites: 60-101 and 60-102.

**1-306. LITERATURE OF THE ENGLISH RENAISSANCE***credit, three hours.*

The prose and poetry of the sixteenth and earlier seventeenth centuries, excluding the drama and Milton. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

**1-307. ADOLESCENT LITERATURE***credit, three hours.*

A study of adolescent literature including mythology, poetry, fiction, and drama, laying the foundations for a life-long enjoyment of literature, giving instruction and practice in the reading and interpretation of literature, and establishing criteria and resources for book selection. Required of secondary education majors 7-9 and 7-12.

**1-308. BIBLE AS LITERATURE***credit, three hours.*

A study of the various types of literature found in the Bible. Prerequisites: 60-101 and 60-102.

**1-309. POETRY***credit, three hours.*

Through a detailed study of selected English and American poems, this course intends to increase the student's awareness of the range, depth and variety of poetry and to involve him in a serious consideration of the many aspects of the poetic experience: metrics, structure, diction, imagery, metaphor, tone and meaning. Prerequisites: 60-101, 60-102, and 61-210 or 61-211 or 61-204.

**1-310. AMERICAN LITERATURE***credit, three hours.*

An in depth study of major American writers of the nineteenth and twentieth centuries with primary emphasis on the artistic achievements of each figure. Some attention is also given to the development of characteristically American philosophical and social concepts as these are evidenced in the works being discussed. Prerequisites: 60-101, 60-102 and 61-204.

**1-312. AMERICAN ETHNIC LITERATURE***credit, three hours.*

A study of the literature of various American ethnic groups, with emphasis on Indian (Native American) and Afro-American literature, but with considerable attention given to the writings of other groups. Literary concerns are stressed, but the course is also designed to reveal unique as well as universal human and social dimensions in the various ethnic experiences.

**1-313. WORLD LITERATURE***credit, three hours.*

Selections from masterpieces of Continental literature in translation, with special emphasis upon Hebrew, classical, Medieval, and Renaissance elements in the development of Western literature and thought. Prerequisites: 60-101 and 60-102.

**1-314. WORLD LITERATURE***credit, three hours.*

A continuation of 313 from Renaissance to the present. Prerequisites: 60-101 and 60-102.

### **61-315. THE ENGLISH NOVEL**

*Credit, three hours.*

The course traces the development of the English novel through the works of major novelists of the eighteenth and nineteenth centuries. Prerequisites: English 60-101, 60-102 and 61-210 or 61-211.

### **61-316. VICTORIAN LITERATURE**

*Credit, three hours.*

A study of representative selections from the major poets and prose writers of the period. The thought content and literary form of the selections are emphasized. Attention is given to their reflection of the chief cultural and intellectual currents of the political and social history of the era. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

### **61-317. ROMANTIC LITERATURE**

*Credit, three hours.*

A study of the major writers of English Romanticism, with primary emphasis on the work themselves, but with some attention to the historical and intellectual backgrounds. Prerequisites: 60-101, 60-102 and 61-210 or 61-211.

### **61-321. EIGHTEENTH CENTURY ENGLISH LITERATURE**

*Credit, three hours.*

A study of selections from the principal writers of the period, including Dryden, Pope, Swift, Jonson, Boswell, and Gray. Some attention is given to biography and historical background. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

### **61-360. AMERICAN FICTION**

*Credit, three hours.*

Primarily a study of the American novel to the First World War, although key shorter works may also be included. The fiction of major nineteenth and early twentieth-century writers discussed in its artistic, intellectual, and social significance. Prerequisites: 60-101, 60-102 and 61-204.

### **61-361. AMERICAN POETRY**

*Credit, three hours.*

A critical and historical study of the works of major American poets, from the Puritan period to the modern era, with attention given to significant lesser-known poets and to ethnic poetry. Prerequisites: 60-101, 60-102, and 61-204.

### **61-405. SEMINAR IN LITERATURE**

*Credit, three hours.*

A seminar course focusing on a literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. The student is expected to attend regular meetings of the seminar, participate in open discussions, and present a series of short written or oral reports related to the topic chosen for study. In addition, the student is expected to submit a major documented paper which individually investigates some aspect of the subject matter of the course as a whole. In addition to 61-405, a student may also take 61-406 and 61-407 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

### **61-406. SEMINAR IN LITERATURE.**

*Credit, three hours.*

A seminar course with the same format and requirements as 61-405 but focusing on a different literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. In addition to 61-406, a student may also take 61-405 and/or 61-407 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

**-407. SEMINAR IN LITERATURE**

*edit, three hours.*

A seminar course with the same format and requirements as 61-405 but focusing on a different literary genre, movement, period, or figure chosen by the Division Chairman and the instructor involved. In addition to 61-407, a student may also take 61-405 and/or 61-406 and receive three hours credit for each course in which he enrolls. No one of this group of courses is a prerequisite for the other two, but permission of the instructor is necessary for admission. Prerequisites: 60-101 and 60-102.

**-416. GREAT BOOKS**

*edit, three hours.*

An in depth study, in translation, of Continental classics which have exerted the greatest influence on the development of the history of ideas in the western world from the classical period through the Renaissance. All works are read in their entirety. Prerequisites: 60-101 and 60-102.

**-417. GREAT BOOKS**

*edit, three hours.*

An in depth study in translation, of Continental classics which have exerted the greatest influence on the development of the history of ideas in the western world in the eighteenth, nineteenth, and twentieth centuries. All works are read in their entirety. Prerequisites: 60-101, 60-102.

**-420. THE MODERN NOVEL**

*edit, three hours.*

A study of representative American, British, and European novelists of the 20th century, designed to acquaint the students with the themes, techniques, and artistic problems of the modern novel, and the relationship of the latter to the basic issues and concerns of modern literature. Prerequisites: 60-101 and 60-102.

**-425. ELIZABETHAN DRAMA**

*edit, three hours.*

This course involves study of the predecessors and contemporaries of Shakespeare, and the evolution of the different genres of Elizabethan drama. It is designed as a companion course to Shakespeare 61-303. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

**-430. CHAUCER**

*edit, three hours.*

A study of Chaucer's language and art as they are revealed in his works, primarily in *Boece* and *Criseyde* and *The Canterbury Tales*. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

**-435. MILTON**

*edit, three hours.*

A study of selections from Stuart and Commonwealth verse, Donne, and Milton, viewed against their literary and historical background. Chief emphasis is on Milton's lyric and epic poems. Prerequisites: 60-101, 60-102, and 61-210 or 61-211.

**-436. LITERARY CRITICISM**

*edit, three hours.*

A historical survey and an applied study of significant principles and trends in literary criticism from the classical period to the twentieth century, with primary emphasis on the major literary critics and their principles which have been the most influential on the development of western literature from the Renaissance to the modern period. Permission of the instructor necessary for admission. Prerequisites: 60-101 and 60-102.

**-441. INDEPENDENT STUDY IN ENGLISH**

*edit, one to three hours.*

See Independent Study Program. Prerequisite: Six hours of advanced work in English.

## **FIRE SERVICE AND SAFETY TECHNOLOGY**

### **88-101. INTRODUCTION TO FIRE SERVICE**

*Credit, three hours.*

A basic survey of fire service and fire protection; fire loss analysis; and specific fire protection functions including fire school exercises.

### **88-102. FIRE PREVENTION**

*Credit, three hours.*

Organization and function of fire prevention; inspections, surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public relations as affected by fire prevention.

### **88-201. STRUCTURAL DESIGN AND BUILDING CODES**

*Credit, three hours.*

Fundamentals of building construction as it relates to fire protection. Classification of occupancy and types of construction with emphasis on fire protection features including building, equipment, facilities, fire resistive materials and high rise considerations; study of building codes applicable to fire prevention and principles and practices used in various types of building materials.

### **88-202. HAZARDOUS MATERIALS**

*Credit, three hours.*

An introduction to the properties of flammable, explosive and toxic materials and the special treatment they must be given in storage, in use and in emergency situations.

### **88-203. EMERGENCY AND RESCUE OPERATIONS**

*Credit, three hours.*

Survey of operational procedures, personnel requirements and specialized equipment related to emergency and rescue operation. Legal aspects of problem situations. Management of public in emergencies.

### **88-254. EMT**

*Credit, three hours.*

A course in emergency care and transportation of the sick and injured. Instruction includes a program of study prepared by the American Academy of Orthopedic Surgeons and prepares students to become emergency medical technicians certified by the State of West Virginia.

### **88-301. FIRE COMPANY ADMINISTRATION**

*Credit, three hours.*

An exploration of organization principles with emphasis on fire department organization, a study of the history, types, methods and principles of fire department organization, both formal and informal, line and staff. Emphasis on supervisory responsibilities and functions.

### **88-302. TACTICS AND STRATEGY OF FIRE SUPPRESSION**

*Credit, three hours.*

Concepts involved in fire suppression including fire behavior, principles of fire fighting applied to small and large scale fires, problems involving the use of tactics, strategy and employment of equipment and manpower.

### **88-303. FIRE INVESTIGATION**

*Credit, three hours.*

An introduction to the methods by which the causes of fires may be determined. The analysis of fire debris with the determination of origin of the fire as the objective and the collection, preservation and presentation of evidence will be stressed. Special emphasis will be placed on arson detection.

### **88-304. FIRE-FIGHTING WATER CONTROL**

*Credit, three hours.*

A study of water handling facilities utilizing practical examples of water flow capabilities, pump operations and hose streams. Applied hydraulics.



### **8-311. THE INDUSTRIAL FIRE BRIGADE**

*redit, three hours.*

An introduction to the organizing, equipping and training of fire suppression teams within institutions and factories, etc. Maintaining and improving the efficiency of such teams and coordination of their assignments with the efforts of fire companies will be emphasized.

### **8-312. OSHA I**

*redit, three hours.*

A survey of the regulations rising from the Occupational Safety and Health Act.

### **8-313. AUTOMATED PROTECTION SYSTEMS**

*redit, three hours.*

A survey of all types of structurally built-in fire detection and fire suppression systems including electrical, electronic and sprinkler systems, among others.

### **8-350. PRACTICUM I**

*redit, one hour.*

An individualized set of field experiences. The students engage in on-the-site activities of a practical nature. Activities are under the supervision of trained personnel and include such activities as building code inspection, emergency dispatcher observation, fire service activity, etc.

### **8-351. PRACTICUM II**

*redit, one hour.*

Additional field activity.

### **8-390. SPECIAL TOPICS**

*redit, one to four hours.*

Devoted to topics of special concern because of current problems, special interest groups or individual interests and abilities. May be repeated for additional credits.



## **FRENCH**

### **64-101. ELEMENTARY FRENCH**

*Credit, three hours.*

The study of the fundamentals of the French Language, with stress on pattern exercises, questions and answers, readings and retellings of stories and French dialogue; also stress on pronunciation during classes, and listening during required laboratory hours to French tapes.

### **64-102. ELEMENTARY FRENCH**

*Credit, three hours.*

A continuation of 64-101. Independent story telling in French, also extensive study of regular and irregular verbs, idioms and readings in French prose. Prerequisite: 64-101.

### **64-203. INTERMEDIATE FRENCH**

*Credit, three hours.*

Review of French grammar, verbs and idioms; stress on pattern exercises in French reading and retelling of simple French stories. Prerequisites: 64-101 and 64-102.

### **64-204. INTERMEDIATE FRENCH**

*Credit, three hours.*

A continuation of 64-203. Grammar reviews and pattern exercises supplemented with translations, readings and conversations in French. Prerequisites: 64-101, 64-102, and 64-203.

### **64-303. SURVEY OF FRENCH LITERATURE**

*Credit, three hours.*

The chief periods, authors and works of French literature from the Serments de Strasbourg to 1700. Prerequisites: 64-101 and 64-102 and consent of instructor.

### **64-304. SURVEY OF FRENCH LITERATURE**

*Credit, three hours.*

A continuation of 64-303 with a stress on the major writers and literary movements from 1700 to the present day. Prerequisites: 64-101 and 64-102 and consent of instructor.

### **64-401. ADVANCED GRAMMAR AND COMPOSITION**

*Credit, three hours.*

An analytical study of the essential modern French forms of expression. Much emphasis put on French syntax and its usage. The techniques of the best French writers are examined. Many themes on various topics have to be written. Prerequisites: 64-101, 64-102, 64-203 and 64-204.

### **64-402. APPLIED LINGUISTICS IN ORAL FRENCH**

*Credit, three hours.*

The pronunciation of French vowels, diphthongs, consonants, words and word groups. Selections of prose and poetry are read to perfect articulation and intonation. Prerequisite: 64-101, 64-102, 64-203 and 64-204.

### **64-403. ADVANCED FRENCH CONVERSATION**

*Credit, three hours.*

Organized practice in oral French. Intensive study of idiomatic expressions. Oral reports on everyday topics and on selected readings. Laboratory work. Prerequisites: 64-101, 64-102, 64-203 and 64-204.

### **64-404. FRENCH CIVILIZATION AND CULTURE**

*Credit, three hours.*

The formation of the French nationality. The geography, architecture, literature, music, science, education and political administration of France. Prerequisites: 64-101 and 64-102.

## GENERAL SCIENCE

### 84-103. GENERAL PHYSICAL SCIENCE

*credit, four hours.*

A survey course designed to explore the major physical phenomena in the natural sciences, encompassing a study of motion, energy, electromagnetism, waves (light and sound) and atomic and nuclear physics. The course will meet in three one-hour and one two-hour sessions. Prerequisites: None.

### 84-104. GENERAL PHYSICAL SCIENCE

*credit, four hours.*

A survey course in physical science encompassing astronomy, meteorology and geology. The principles and applications presented are characteristic of introductory courses in those separate areas. Scientific approaches to problem solving and the interdependency of the areas of science are emphasized. Three single periods and one double period per week. Prerequisites: None.

### 84-105. SCIENCE OF SOUND AND HI-FIDELITY

*credit, three hours.*

Even the most elementary of hi-fidelity systems requires a knowledge and synthesis of physical concepts from the areas of mechanics, heat, electricity, magnetism, waves, and sound. Properties of sound waves as they relate to characteristics of music are studied extensively with emphasis on demonstrations. A primary objective is to familiarize the student with the technical specifications of hi-fi equipment and to determine how the related specifications affect the fidelity of a sound reproduction system.

### 84-106. SCIENCE OF SOUND AND HI-FIDELITY LAB

*credit, one hour.*

A two-hour per week laboratory course. Among the laboratory experiments included will be those involving the observation and measurement of the properties of loudspeakers and power transistors. Prerequisite: Permission of instructor if not taking 84-105 concurrently.

### 84-108. DEVELOPMENT OF SCIENCE

*credit, one hour.*

This course is designed to provide the students who have chosen the natural sciences as a field of study an opportunity to develop a more complete and accurate understanding and appreciation of science in terms of its underlying philosophy and the manner in which science is developed. Prerequisite: Open only to majors, minors, and students pursuing teaching credentials in one or more of the natural sciences.

### 84-109. PROCESS OF SCIENCE

*credit, one hour.*

Process of Science is a course in which students will be engaged in the study and evaluation of research activities of others, thereby leading them to a more complete and accurate understanding of the scientific method and its implications. Prerequisite: 84-108.

### 84-113. GENERAL PHYSICAL SCIENCE (FIRE SERVICE & SAFETY TECHNOLOGY)

*credit, four hours.*

A survey of fundamental physics and chemistry with special emphasis on practical applications in fire prevention, fire hazards, and fire suppression.

### 84-210. INTRODUCTION TO OCEANOGRAPHY

*credit, three hours.*

A survey of oceanography at an introductory level, involving the properties of sea water and its movement; the chemistry, physics, and biology of the ocean; bathymetric features and submarine geology; and oceanographic instruments and methods of collecting data.

### 84-213. AERODYNAMICS AND SYSTEMS

*credit, three hours.*

Principles of flight, aircraft controls, stability, weight and balance, hydraulics, pneumatics, airframes, engines, auxiliary and instrument systems.

**84-209. PRACTICUM IN GENERAL SCIENCE TEACHING***Credit, one hour.*

Practicum in General Science Teaching is a one semester practical experience in teaching required of each student majoring in secondary education with a teaching field in general science. For two hours each week during one semester of the sophomore year students will be engaged in activities in an appropriate public school setting.

**84-300. HISTORY OF SCIENCE***Credit, three hours.*

A general survey of the progress of science from earliest times to the present. The major scientific discoveries and theories are considered in their historical perspective.

**84-301. GEOLOGY***Credit, three hours.*

A study of the composition, structure and history of our planet as revealed by evidence obtained from observations. Rock types, minerals, relief, the processes of change, fossils and the conditions and organisms prevalent during the geologic time divisions are emphasized. Prerequisites: None.

**84-302. GENERAL ASTRONOMY***Credit, three hours.*

A descriptive course dealing with the physical nature of the stars, sun and planets as seen by the modern astronomer.

**84-303. METEOROLOGY***Credit, three hours.*

A course dealing with the composition and structure of the atmosphere, the energy which drives it, and the physical processes involved in weather phenomena. The gathering and analysis of pertinent data are emphasized. Prerequisites: None.

**84-304. ENVIRONMENTAL CONSERVATION***Credit, three hours.*

An introduction to basic ecological concepts and their application to current problems. Man's use of natural resources. Consideration of historical development of the conservation movements as a foundation for understanding current social and environmental dilemmas.

**84-350. NATURAL SCIENCE INTERPRETATION***Credit, three hours.*

A study of the general principles of science interpretation for the lay public. Individual preparation of programs in various formats, e.g. nature walk, fire-side talk, museum presentation is expected. Extensive use is made of interpretive centers in the region. Prerequisites: 79-201.

**GEOGRAPHY****74-101. PRINCIPLES OF WORLD GEOGRAPHY***Credit, three hours.*

This fundamental course concentrates upon the study of man in the different physical environments on earth. The rich diversity of human culture is outlined and emphasized.

**74-201. PHYSICAL GEOGRAPHY***Credit, three hours.*

This course focuses upon the earth's place in the solar system; continental drift theories; global energy-flow patterns; the causes and characteristics of climate, including atmospheric pressure, air and water circulation, air masses and storms; landforms; biogeography; and climatic-biotic soil-forming processes.

**74-301. WORLD ECONOMIC GEOGRAPHY***Credit, three hours.*

The study of world economic geography involves the systems of livelihood of the industrial nations and of the Third World peasant economics. Forsaking the traditional commodity approach, this course employs the life-systems method. The geographical aspects of world food and population dynamics and of economic systems are investigated.



**1-400. GEOGRAPHY OF LATIN AMERICA***credit, three hours.*

This course focuses upon pre-colonial Latin America, the colonial impact, and modern Latin America, with its multitude of cultures, environments, and civilizations. The geographical context of current social, economic, and ecological problems will be viewed.

**1-401. GEOGRAPHY OF EUROPE***credit, three hours.*

The student will explore the continent of Europe and its people, with emphasis upon the ethnic diversity of European people and their environment. The effect of environmental changes since the Pleistocene Age upon human patterns of livelihood is examined. Folkographies and informal reports will familiarize students with local regions and with topics of individual interest.

**1-402. GEOGRAPHY OF ANGLO-AMERICA***credit, three hours.*

A conventional approach to the study of the cultural and physiographic provinces of Canada and the United States will be employed. Special topics involved will include agglomeration, development of Megalopolis and matters of inter-regional circulation and interaction.

**1-403. GEOGRAPHY OF THE UNION OF SOVIET SOCIALIST REPUBLICS***credit, three hours.*

The student will study the diverse Russian people and their state-planned economy within geographical context. Concentration will be upon the Economic Planning Regions, agriculture, industry, and transportation development.

**1-406. GEOGRAPHY OF ASIA AND AFRICA***credit, three hours.*

This is a course about environments and cultures of Asia and Africa. The size and diversity of the area decrees that a non-comprehensive approach be taken. Local areas and cultures of student and professorial interest will be examined in depth.

**GERMAN****65-101. ELEMENTARY GERMAN***credit, three hours.*

The study of fundamentals of the German Language, with stress on pattern exercises, questions and answers, readings and retellings of stories and German dialogue; also stress in pronunciation during classes and listening during required laboratory hours to records in German.

**65-102. ELEMENTARY GERMAN***credit, three hours.*

A continuation of 65-101. Independent story telling in German, also extensive study of similar and irregular verbs, idioms, and readings in German prose. Prerequisite: 65-101.

**65-203. INTERMEDIATE GERMAN***credit, three hours.*

Review of German grammar, verbs and idioms, stress on pattern exercises in German, reading and retelling of simple German stories. Prerequisites: 65-101 and 65-102.

**65-204. INTERMEDIATE GERMAN***credit, three hours.*

A continuation of 65-203. Grammar review and pattern exercises supplemented with translations, readings and conversations in German. Prerequisites: 65-101, 65-102, and 65-

## **HISTORY**

### **71-101. HISTORY OF CIVILIZATION: ANCIENT WORLD THROUGH MEDIEVAL PERIOD**

*Credit, three hours.*

A survey of ancient and medieval civilizations beginning with prehistoric man, continuing with a study of the ancient Near East, classical Greece, the Roman Republic and Empire, and the Middle Ages with some attention to concurrent developments in the non-Western world. Emphasis is placed on their basic similarities and differences in government, religion, economics, social, cultural and intellectual (including philosophical) developments. No prerequisite.

### **71-102. HISTORY OF CIVILIZATION: RENAISSANCE AND REFORMATION THROUGH FRENCH REVOLUTION.**

*Credit, three hours.*

A survey of the Early Modern period and the Enlightenment, including the Enlightenment, Despotism, that culminates in the French Revolution. Emphasis is given to the major changes in government, economics, art, learning, literature, intellectual movements, science, and the state of discovery. No prerequisite.

### **71-103. HISTORY OF CIVILIZATION: FRENCH REVOLUTION AND THE CONGRESS OF VIENNA TO THE PRESENT**

*Credit, three hours.*

A survey of the French Revolution and its aftermath, of liberalism, nationalism, industrialization, materialism, and imperialism. The student will investigate twentieth century world international organizations, and the Third World. No prerequisite.

### **71-201. HISTORY OF THE UNITED STATES TO 1865.**

*Credit, three hours.*

This survey course examines the basic political, economic, and social forces in the formation and development of the American Nation from the colonial period through the Civil War.

### **71-202. HISTORY OF THE UNITED STATES, 1865 TO PRESENT**

*Credit, three hours.*

This course surveys the basic political, economic, and social forces in the rise of the republic from sectional conflict to a major international role. Moving from Reconstruction to the recent decade, it covers the evolution of the nation from an agrarian to an industrial society.

### **71-300. HISTORIC PRESERVATION AND INTERPRETATION**

*Credit, three hours.*

This course will familiarize the student with the historic preservation policies and procedures of local, state and national governments and of the outstanding private efforts in the field. A study of the general principles and methods of interpretation of historic phenomena; the general public will be involved. Extensive out-of-classroom use will be made of the historical resources in the local area for interpretive practice and preservation examples. Prerequisite: 71-201/202 or consent.

### **71-302. AMERICAN COLONIAL HISTORY AND REVOLUTIONARY EXPERIENCE**

*Credit, three hours.*

This course will examine the motivations and background of European exploration and settlement; the political, social and intellectual development of the English colonies in America; the imperial role and reaction; the ideological and legal basis of revolution; and the American Revolution and its result.

### **71-303. THE EARLY REPUBLIC, 1781-1850**

*Credit, three hours.*

The emphasis will be on the growth and development of the American Republic in the Confederation period, the early national era, the so-called era of good feelings, and the Jacksonian Era.

**1-304. THE AMERICAN CIVIL WAR AND RECONSTRUCTION***credit, three hours.*

A study of the events leading up to the Civil War, the war itself, and the immediate aftermath. The emphasis in the course is placed on the period between 1860 and 1865. Prerequisite: 71-201 or its equivalent.

**1-305. HISTORY OF THE LOWER SHENANDOAH VALLEY***credit, three hours.*

This course seeks to capitalize upon Shepherd's location in a rich historical section. The Potomac Valley is also included. A study of local and regional history from the early settlements to the present. Field trips are made to nearby historical places.

**1-309. WEST VIRGINIA AND THE APPALACHIAN REGION***credit, three hours.*

With emphasis upon the development of western Virginia and the State of West Virginia, this course will examine the general geographical, political, and economic aspects of the southern Appalachian region. The impact upon the Mountain State of the patterns of settlement, the heritage of sectional conflict, the statehood movement, legal and political developments accompanying the assimilation of the area into the national economy, and national events will be considered. The student will view the current problems of the area and contemporary Appalachian society.

**1-310. THE GILDED AGE AND PROGRESSIVE ERA***credit, three hours.*

This course will encompass the domestic development of modern America from the end of reconstruction through the New Freedom program of Woodrow Wilson.

**1-311. ECONOMIC HISTORY OF THE UNITED STATES***credit, three hours.*

Economic growth and development of the United States.

**1-312. RECENT UNITED STATES HISTORY***credit, three hours.*

The United States involvement and homefront in World War I, the return to normalcy, the roaring twenties, depression, the New Deal, the World War II participation, the Truman years, the Eisenhower Administration, the New Frontier and Great Society, and Nixon Administrations will be examined.

**1-315. AMERICAN SOCIAL HISTORY TO 1877.***credit, three hours.*

This course traces the colonial and ante-bellum development of the American way of life by comparing the stereotypes of the Yankee, the Frontiersman, and the Southerner, and by studying the artifacts and popular literature that reflect the technology, customs, religion, mores, health, popular styles, architectural trends and social concerns of the predominately rural and agricultural United States of the period.

**1-316. AMERICAN SOCIAL HISTORY FROM 1877 TO PRESENT***credit, three hours.*

This course surveys the impact on American life of industrialism, urbanism and rapid technological change. The focus will be upon the changing nature of everyday life and work, culture, conflicts between rural and urban values and social tensions arising from ethnic, economic and regional differences.

**1-331. ANCIENT CIVILIZATION***credit, three hours.*

The process by which civilizations develop and the application of this process to the ancient civilizations of the Mediterranean with special emphasis on the Hebrew and the classical civilizations of Greece and Rome. Prerequisite: 71-101 or its equivalent.

## **71-332. MEDIEVAL HISTORY**

*Credit, three hours.*

Concerns the development of Western traditions during this formative period of history from the fall of Rome to the Renaissance. Emphasis is placed upon the development of the Christian Church and philosophy, the barbarian invasions, the crusade and the formative beginnings of nation-states. Prerequisite: 71-101 or its equivalent.

## **71-333. MODERN EUROPEAN HISTORY**

*Credit, three hours.*

The political, economic, and intellectual achievements and failures of Europe from the time of the French Revolution to the coming of World War I, including the impact of European contact with the non-European world. Prerequisite: 71-102 or its equivalent.

## **71-334. EUROPE, 1500-1815**

*Credit, three hours.*

Rise of the modern nations and their expansion overseas from the Reformation to the French Revolution.

## **71-402. DIPLOMATIC HISTORY OF THE UNITED STATES**

*Credit, three hours.*

A survey of the development of the foreign policy of the United States from colonial time to the present.

## **71-404. WORLD HISTORY SINCE 1914.**

*Credit, three hours.*

The historical and intellectual events of the twentieth century and their impact upon western man. Attention is given to Europe between the two world wars, the emerging nations of Africa and Asia after 1945 and the Cold War.

## **71-405. HISTORY OF THE AMERICAN NEGRO**

*Credit, three hours.*

This course will be an examination of the African and West Indian background of slave trade; the institution for slavery in ante bellum United States; the effects of Civil War and reconstruction; the pursuit of self-help and democracy and repression; and the black renaissance and revolution. Attention will be devoted to historical development of the Negro in American cultures other than the United States. Prerequisites: 71-201 or 202 or their equivalent.

## **71-407. HISTORY OF ENGLAND TO 1660**

*Credit, three hours.*

A survey of British civilization from the Roman conquest to the Restoration with emphasis on the political, economic, social and cultural developments.

## **71-408. HISTORY OF ENGLAND SINCE 1660**

*Credit, three hours.*

A survey of British civilization from the Restoration to the present, continuing the political, economic, social and cultural development with emphasis on Britain's emerging role in world affairs.

## **71-411. LATIN AMERICAN HISTORY**

*Credit, three hours.*

The colonial period, the independence movement, rise of national states, national and international developments to the present.

## **71-412. HISTORY OF RUSSIA**

*Credit, three hours.*

A study of Russia and its expansion from the Muscovite principality to the empire of the 20th Century. Special emphasis is placed on the internal, political, social, economic and cultural development since 1917, and the international relations of the Soviet Union today.



**413. TECHNIQUES OF RESEARCH***credit, three hours.*

An opportunity for independent study and preparation for graduate work. Included are methodology, historiography and extensive work with source materials. This course is recommended for both history and political science majors.

**420. HISTORY OF THE FAR EAST***credit, three hours.*

Historical interpretation of the role of Eastern Asia with attention to the rise of Japanese and Chinese nationalism, Western imperialism, the World Wars and the post-war era.

**425, 71-426. READINGS IN AMERICAN AND WESTERN HEMISPHERIC HISTORY***credit, three hours.*

This course will be devoted to the extensive reading of standard and classic monographs, biographies, or articles on selected American or Western Hemispheric topics. The specific topics and presiding professor will be announced prior to registration periods.

**427, 71-428. READINGS IN EUROPEAN AND WORLD HISTORY***credit, three hours.*

This course will be devoted to the extensive reading of standard and classic monographs, biographies, or articles on selected European and World topics. The specific topics and presiding professor will be announced prior to registration periods.



## **HOME ECONOMICS**

### **25-101. TEXTILES**

*Credit, three hours.*

Study of textile fibers, yarns, and construction techniques as a basis for selecting fabrics for clothing and the home.

### **25-102. CLOTHING**

*Credit, three hours.*

Selection of clothing with emphasis on the physiological, sociological, and economic aspects. Basic construction applied to projects suitable to individual needs.

### **25-201. FOOD FOR THE FAMILY**

*Credit, three hours.*

A study of the nutritive value of basic foods used for everyday consumption by individuals and families. Emphasis is placed on cooking principles.

### **25-202. FOOD AND MEAL MANAGEMENT**

*Credit, three hours.*

A course in planning, preparing and serving nutritionally adequate meals. Prerequisite: Food for the Family 25-201.

### **25-210. DEMONSTRATION TECHNIQUES**

*Credit, two hours.*

A course designed to develop communication skills and to give practical experience in media presentations related to the student's area of specialization.

### **25-300. MARRIAGE RELATIONS**

*Credit, three hours.*

The process of marital adjustment, including the problems of dating, courtship, engagement, marriage, and pregnancy.

### **25-301. ADVANCED CLOTHING**

*Credit, three hours.*

Modern and advanced techniques of clothing construction. Prerequisite: 25-102.

### **25-302. TAILORING**

*Credit, three hours.*

Construction of hand-tailored garments using couturier designs; professional tailoring techniques, custom-fitting, and fast-tailoring techniques. Prerequisites: Textiles 25-101, Clothing 25-102, Advanced Clothing 25-301.

### **25-304. CHILD DEVELOPMENT**

*Credit, three hours.*

A study of the physical, emotional, social, and intellectual development of the infant and preschool child. The two hours of class work are integrated with individual two-hour laboratory experiences in the nursery school.

### **25-305. HOME EQUIPMENT**

*Credit, two hours.*

A study of the selection, operation, care, and use of home appliances.

### **25-306. HOME FURNISHINGS**

*Credit, three hours.*

The use of basic art principles in creating beauty, expressiveness, and functional interior environments.

### **25-307. HOME MANAGEMENT**

*Credit, two hours.*

A study of the application of the principles of management to human and non-human resources in developing values and achieving individual and/or family goals.

**-308. HOUSING***credit, three hours.*

A course designed to help individuals plan for housing needs at all stages of the life cycle and at a variety of socio-economic levels.

**-318. NUTRITION***credit, three hours.*

A study of the functions, sources, and requirements of nutrients. Emphasis is placed on meeting the nutritional needs of individuals of all ages and in a variety of situations.

**-403. CONSUMER ECONOMICS***credit, three hours.*

A study of the opportunities and responsibilities of the consumer in choosing goods and services for use in promoting individual and/or family goals.

**-405. HOME MANAGEMENT RESIDENCE***credit, three hours.*

This experience provides the opportunity to apply the skills of management in a practical situation under supervision. Prerequisites: 25-201, 25-202, 25-305, 25-307, 25-318. Junior or senior standing. 8 week sessions.

**-410. SPECIAL STUDIES***credit, one-four hours.*

Approval of instructor and advisor. Opportunity is provided for students with above average grades to do individual library or laboratory work on special problems in Home Economics not included in present courses.

**-430. SEMINAR***credit, two hours.*

Survey of recent research in the field of home economics and selection of a problem for experimentation and evaluation. Senior standing.

**-450. SERVICE INDUSTRY EXTERNSHIP (FASHION MERCHANDISING)***credit, three hours.*

Application of theoretical concepts to practical experience in retail stores. Lecture five times per semester to present written and oral reports on actual experience gained in relation to theoretical concepts. This should be the student's last course in the program sequence.





## **HOTEL-MOTEL AND RESTAURANT MANAGEMENT**

### **26-207. SURVEY OF FOOD SERVICES**

*Credit, three hours.*

Organization and basic operation of various types of quality food services. Fundamentals of preparation and meal planning, food production and service standards and techniques. Practice in evaluating food service installations. Field trips required.

### **26-303. LODGING MANAGEMENT**

*Credit, three hours.*

A study of operations within the lodging industry covering all departments involved in front office management.

### **26-309. FOOD PRODUCTION SYSTEMS**

*Credit, three hours.*

Recognition and achievement of quality in development of systematic relationships between items, time, labor, equipment and costs in quantity food production. Quality procurement policies for food, beverages and related items.

### **26-490. SERVICE INDUSTRY EXTERNSHIP (FOODS)**

*Credit, three hours.*

In order to apply theoretical concepts gained in the classroom, each student will be assigned to a restaurant for a minimum of 250 hours of supervisory or managerial experience. A number of class seminars will be held during the semester at which time each student will be required to present reports on the knowledge gleaned from these experiences. Prerequisite: senior standing or permission.

### **26-491. SERVICE INDUSTRY EXTERNSHIP (FOODS)**

*Credit, three hours.*

In order to apply theoretical concepts gained in the classroom, each student will be assigned to a restaurant for a minimum of 250 hours of supervisory or managerial experience. A number of class seminars will be held during the semester at which time each student will be required to present reports on the knowledge gleaned from these experiences. Prerequisite: senior standing or permission.

### **26-492. SERVICE INDUSTRY EXTERNSHIP (HOTEL AND MOTEL)**

*Credit, three hours.*

In order to apply theoretical concepts gained in the classroom, each student will be assigned to a hotel/motel complex for a minimum of 250 hours of supervisory or managerial experience. A number of class seminars will be held during the semester at which time each student will be required to present reports on the knowledge gleaned from these experiences. Prerequisite: senior standing or permission.





## JOURNALISM

### 2-101. INTRODUCTION TO JOURNALISM

*edit, three hours.*

This is a general course designed to acquaint the student with the functions, aims, and effectiveness of the various agencies of mass communications, such as newspaper, radio and television, and magazines. The opportunities and duties of persons employed in mass communications are outlined.

### 2-204. NEWS WRITING

*edit, three hours.*

The principles of finding and shaping new material, the building of news stories and news and actual practice in news writing are the major points of emphasis in the course.

### 2-206. EDITING AND MAKE-UP

*edit, three hours.*

The concentration is on the fundamentals of editing, including rewriting, copyreading, proofreading, page make-up and layout. The course will include practical work on student publications.

### 2-301. HIGH SCHOOL JOURNALISM

*edit, two hours.*

This course is designed to train high school teachers in the methods of directing high school publications. A study of editorial, news writing, feature writing, advertising and circulation problems of high school publications is made.

### 2-305. NEWS STORY TYPES

*edit, three hours.*

Various news story types such as personal, society, speech, interview, accident and disaster, illness, death, crime, political, weather and special occasion stories will be studied. The major emphasis will be on writing.

### 2-306. FEATURE AND EDITORIAL WRITING

*edit, three hours.*

Half the course will be a study of the writing and marketing of the feature story or article. The other half will be spent in studying the purpose, value and content of the editorial.

### 2-310. PROPAGANDA AND PUBLIC OPINION

*edit, three hours.*

The student will study the social and psychological effects of propaganda, as well as methods of shaping news and news styles toward a reader's interest. Propaganda will be analyzed, and a study will be made of the ethics of newspaper propaganda and the newspaper as a social force.

### 2-311. NEWSPAPER ADVERTISING

*edit, three hours.*

Concentration will be upon advertising methods currently in use by newspapers. Emphasis will be placed upon the techniques of preparing advertising for the newspaper page, including product research and customer relations. The student will work one-half day a week in the advertising department of a local daily newspaper, have weekly conferences with the professor and pursue assignments of the course through use of a text and library books and periodicals. Prerequisite: Consent of the instructor.

### 2-37. RADIO PROGRAMMING

*edit, three hours.*

(see 69-327).

### 2-370. ADVERTISING

*edit, three hours.*

(see 11-370).

## **LIBRARY SCIENCE (SCHOOL LIBRARY-MEDIA)**

### **63-100. HOW TO USE MEDIA RESOURCES**

*Credit, one hour.*

A practical introductory course designed to familiarize the student with resources, methods, and procedures common to libraries and other resource centers. Classes meet twice a week for eight weeks. Open to all students.

### **63-302. LIBRARY MATERIALS FOR CHILDREN**

*Credit, three hours.*

A survey of the development of children's literature with emphasis on modern books and non-print materials. Evaluation of the standards and aids for selection of books and other materials for the elementary school library. Investigation of children's reading interests, level and needs and of programs geared to these needs such as storytelling, book talks, etc. Students who are planning to become elementary school librarians are advised to take 61-202 Backgrounds of Literature.

### **63-303. LIBRARY MATERIALS FOR ADOLESCENTS**

*Credit, three hours.*

A survey of books and non-print materials suitable for the young adult in junior and senior high school, with emphasis on current interests and materials. Study of the standards and the basic aids for selection, as well as practice in techniques of reading guidance and promotional programs, such as book talks, booklists, etc.

### **63-306. REFERENCE AND BIBLIOGRAPHY**

*Credit, three hours.*

An introductory study of standard reference books and reference theory. Practice in selection, evaluation and use of reference books applicable to school libraries.

### **63-310. INSTRUCTIONAL MEDIA**

*Credit, three hours.*

Principles and practices in the selection, organization, and production of non-book materials and promotional media, such as bulletin boards, filmstrips, tapes, etc.

### **63-316. CATALOGING AND CLASSIFICATION**

*Credit, three hours.*

An elementary course in classifying materials according to Dewey Decimal system. Practical experience in classifying, cataloging, and filing. Problems peculiar to the school libraries will be discussed. Typing skill is necessary.

### **63-318. LIBRARY PRACTICE**

*Credit, three hours.*

One hundred hours of practice work is required in a school or public library. This course to be taken upon completion of all other Library Science courses. The student must plan for his own transportation to the practice libraries in the area.

### **63-327. SCHOOL LIBRARY ORGANIZATION & ADMINISTRATION**

*Credit, three hours.*

A survey of the philosophy, programs, procedures and problems in the administration of school library, which includes planning, organization, and maintenance of materials and quarters, personnel supervision and cooperative relations with school members. Media Programs, District and School (1975) is studied in depth.

## MATHEMATICS

### 35-010. BASIC MATHEMATICS

*Credit, two hours.*

Skill in arithmetic manipulation (addition, subtraction, multiplication, and division of signed numbers and fractions) is developed. After mastery of these operations on numbers the student will use them with expressions using letters and mixed expressions of numbers and letters.

### 85-104. BASIC ALGEBRA

*Credit, three hours.*

A developmental course to build skills in basic techniques of algebra. Evaluating algebraic expressions for given numerical values. Solving and graphing solutions of equations in one and two variables. Add, subtract, multiply, and divide polynomials and rational functions; solve quadratic equations by factoring. Use these techniques to solve practical problems. Manipulations with positive and negative exponents. Manipulation with factorials to allow consideration of probability problems. Prerequisite: 85-010 or satisfactory placement score.

### 85-105. COLLEGE ALGEBRA

*Credit, three hours.*

Topics in college algebra including properties of the real numbers; radicals and rational exponents; operations on polynomials and rational expressions; solution of linear and quadratic equations and inequalities; functions, including graphs, inverses, and composite functions; properties of linear and quadratic functions; systems of linear equations and inequalities; logarithmic and exponential functions. Prerequisite: 85-104 or satisfactory placement score.

### 35-106. TRIGONOMETRY

*Credit, two hours.*

A study of the trigonometric ratios, their properties as functions, and the standard identities. Applications include the solution of plane triangles, and a discussion of periodic motion. Prerequisite: 85-105.

### 35-108. ELEMENTARY ANALYSIS

*Credit, two hours.*

A continuation of 85-105. Topics in algebra including solutions of polynomial equations and introduction to the theory of equations which will be useful for study of the calculus. The algebra of complex numbers and matrices is considered. Sequences are studied; the algebra of logical statements, including quantifiers, is mentioned. Other topics may be chosen from the binomial theorem, induction, permutations and combinations. Prerequisite: 85-105 or satisfactory placement score.

### 35-111. MATHEMATICS OF FINANCE

*Credit, three hours.*

Principles of interest and discount, annuities and insurance, amortization, bonds and similar topics.

### 35-131. TECHNICAL MATHEMATICS I

*Credit, three hours.*

Review of arithmetic leading into basic algebra. Linear equations and algebraic solution of two simultaneous linear equations. "Significant figures" motivated by hand calculators. Study of powers of 10 including negative exponents, laws of integral exponents, and square roots. Conversion and calculation with units of measurement. Special products and factoring.

### 35-132. TECHNICAL MATHEMATICS II

*Credit, three hours.*

Algebraic fractions and fractional equations. Cartesian coordinates, graphs of linear equations, "two-point" formula for slope of a line. Laws of exponents for integer exponents and square roots, using radical notation. The  $j (=i)$  operator; (imaginary) square roots of negative numbers, arithmetic of complex numbers, radical equations. Quadratic equations: solution by various means, and their graphs. Angles and definitions of the trigonometric functions, tables, solutions of right triangles, identities. Graphs of the trigonometric functions. Prerequisite: 35-131 or equivalent.

## **85-141, 142. ELECTRICAL-ELECTRONICS MATHEMATICS I, II**

*Credit, two hours each.*

Review of Ohm's law, series and parallel circuits. Analyzing AC circuits: e.g., resistive? inductive?, what is power factor? Phasor (= vector) algebra. Logarithms and applications. Binary and octal number systems as applied to a computer; their conversion and arithmetic. Rudiments of Boolean algebra. Graphical analysis including nomograms. Amplifier analysis and power supply design. Prerequisite: 85-132 or equivalent.

## **85-154. FINITE MATHEMATICS FOR BUSINESS**

*Credit, three hours.*

Mathematical models for the analysis of decision making problems. Topics include capital budgeting using the concept of present value, optimization by linear programming, risk decisions using probability and expected value, competitive decision making as modeled by the theory of games. Additional topics may be chosen from network models. Prerequisite: 85-104 or 85-105 or satisfactory placement score.

## **85-200. COLLEGE GEOMETRY**

*Credit, two hours.*

The course offers a survey of classical Euclidean geometry with reference to non-Euclidean geometry. Both informal and formal geometry are introduced emphasizing the use of algebra. Constructions and curve tracing are integrated throughout various topics. Deductive logic and use of truth tables are examined in applied situations. Prerequisite: One year of high school geometry or consent of the instructor. Required for all mathematics teaching programs.

## **85-202. DATA STUDY**

*Credit, one hour.*

Electronic calculators are used to solve common problems in business and science; estimation is stressed. Scientific notation is considered; the potential of programmable calculators is indicated, including calculation of values of logarithmic, trigonometric, and rational functions. Those skills are used, in particular, to calculate the mean and variance from raw data. Raw data will be grouped into a table, graphical representations of tabled data will be studied. The notions of odds and probability will be considered, including permutations and combinations. Cannot be taken for credit after completion of 85-208 or 85-314. Prerequisite: 85-104 or 85-105 or consent of the instructor.

## **85-204. INTRODUCTION TO MATRICES**

*Credit, two hours.*

Applications of matrix techniques in two and three dimensions; mention of higher dimensional analogues when appropriate. Examples from communications networks, social dominance, various applications to business and industry, elections, solving of systems of equations and geometry. If time permits, determinants may be considered. Prerequisite: 85-104 or 85-105.

## **85-205. CALCULUS WITH APPLICATIONS**

*Credit, four hours.*

Topics in differential and integral calculus, with stress on their applications in biology, social and behavioral sciences. Prerequisite: 85-104 or 85-105 or consent of the instructor.

## **85-207. CALCULUS WITH ANALYTICAL GEOMETRY I**

*Credit, four hours.*

Fundamental concepts of calculus, using analytic geometry. After preliminaries about the real number system, intervals, and functions, properties of limits are carefully stated. These are used to develop standard differentiation formulas. Applications of the derivative (as a rate of change) are stressed in a wide variety of problems. Introduction to integration via anti-differentiation and area; the fundamental theorem. Applications of the integral volumes (arc length, surface area, etc.) Prerequisite: 85-105; prerequisite or co-requisite: 85-108 and 106.



**5-208. CALCULUS WITH ANALYTICAL GEOMETRY II***credit, four hours.*

Continuation of 85-207. Calculus of exponential, logarithmic, and trigonometric functions; techniques of integration. Review of conic sections in standard form and in rotation. Polar coordinates, vectors in the plane, parametric equations. Additional topics from L'Hopital's rule, improper integrals, and differential equations. Prerequisite: 85-207.

**5-215. INTRODUCTION TO MATHEMATICS***credit, three hours.*

A systematic approach to organized reasoning by study of the rudiments of logic. Study of the structure of various mathematical systems and operations defined on these systems. Analysis and discussion of the uses of such systems. The counting techniques of permutations and combinations may be considered. Recommended background: 85-010 or satisfactory placement score.

**5-217. COMPUTERS IN SOCIETY***credit, two hours.*

The purpose of this course is to demonstrate specific uses of the computer, and to discuss potential uses. Examples will be chosen from such fields as physical science, life science, music, social science and languages. The use of the computer as a teaching aid will also be discussed. The student will do some simple programming in the BASIC language.

**5-280. SYMBOLIC LOGIC***credit, two hours.*

Classical approach to an Aristotelian or two valued logic with reference to related 3 valued ("true," "false," or "maybe") or "m" (multi-valued) logics. The truth of statements is analyzed by truth tables and Venn diagrams; the validity of arguments is studied using standard symbolism. The course stresses logical reasoning with many related applications.

**5-290, 291. PRACTICUM IN MATHEMATICS TEACHING***credit, one hour.*

Practical experience in teaching mathematics will be provided in a tutorial setting, under the guidance and supervision of a faculty member. Two or three hours of student-tutor interaction will be arranged each week. Prerequisite: 85-207 or consent of instructor.

**5-300. MATHEMATICS FOR ELEMENTARY TEACHERS***credit, three hours.*

An in-depth study of the K-6 curriculum content. A study of methods, problems and techniques involved in mathematics instruction. Prerequisite: 85-215.

**5-309. CALCULUS WITH ANALYTICAL GEOMETRY III***credit, four hours.*

Continuation of 85-208. Infinite series, Taylor series. Vectors in space, solid analytical geometry. Calculus of functions of several variables including partial derivatives, multiple integrals, and their applications. Prerequisite: 85-208.

**5-312. INTRODUCTION TO ABSTRACT ALGEBRA***credit, three hours.*

Provides the student with various ideas from number theory, and formal algebra necessary to understanding and appreciation of abstract algebra. Prerequisite: 85-207 or consent of instructor. In particular, for students whose program does not require 85-207 the prerequisites are 85-108, 85-200 and 85-215.

**5-314. STATISTICS***credit, three hours.*

A course for those needing knowledge of statistical methods and the interpretation of statistical data. Frequency distributions, measures of central tendency and dispersion. Hypothesis testing using z, t, and chi-square tests; correlation. Both discrete and continuous data are presented emphasizing a wide selection of applied problems. Prerequisites: 85-104 or 85-105 or consent of instructor.

### **85-317. COMPUTER PROGRAMMING**

*Credit, three hours.*

A study of the methods of computer programming with an introduction to mathematical methods used to obtain numerical solutions to problems. The computer language used will be BASIC. Computer limitations are discussed. Prerequisite: 85-217 or 11-214 or consent of instructor.

### **85-318. NUMERICAL ANALYSIS**

*Credit, three hours.*

A study of numerical methods applied to such problems as the solutions of equations, interpolation, differentiation, integration, and solution of differential equations. Emphasis on obtaining solutions with computer programs. Prerequisites: 85-317, and 85-207 or 85-205.

### **85-321. THEORY OF PROBABILITY**

*Credit, three hours.*

An introductory course in probability theory. A somewhat formal presentation of finite sample spaces, random variables, and related topics. Prerequisite: 85-207 or 85-205 or consent of instructor.

### **85-401, 85-402. DIFFERENTIAL EQUATIONS**

*Credit, three hours (each course).*

Methods of solving differential equations and their application in the physical and biological sciences. Both ordinary and partial differential equations are included. Prerequisite: 85-208 or consent of instructor.

### **85-404. NUMBER THEORY**

*Credit, three hours.*

An introductory course in number theory with emphasis on the classical theorems and problems. Prerequisite: consent of instructor.

### **85-405. TOPICS IN MODERN MATHEMATICS**

*Credit, three hours.*

A course designed to acquaint the advanced student with certain topics outside the traditional course in mathematics. Prerequisite: consent of instructor.

### **85-407. LINEAR ALGEBRA**

*Credit, three hours.*

Matrices and vector spaces, Euclidean  $n$ -space, linear transformations, bilinear and quadratic forms, and related topics. Prerequisite: 85-207 or 85-205 or consent of instructor.

### **85-410, 411. ADVANCED CALCULUS**

*Credit, three hours (each course).*

A thorough examination of the fundamentals of elementary calculus and its extensions with emphasis on interrelation with other areas of mathematics, and upon various applications. Prerequisite: 85-309 or consent of instructor.

### **85-414. HISTORY AND DEVELOPMENT OF MATHEMATICS**

*Credit, three hours.*

Chronological and topical study of development of mathematics through the first steps in calculus. Of particular importance to mathematics teachers.

### **85-415. INTRODUCTION TO TOPOLOGY**

*Credit, three hours.*

Study of the properties of regions unaffected by continuous mappings. Consideration of open and closed sets, interior and boundary of a set, and neighborhood systems; motivation for concrete applications of the idea of a topological space and its separation properties. Other topics may include various applications of the notions of convergence and compactness. Prerequisite: 85-207 or consent of instructor.

### **85-424. FOUNDATIONS OF GEOMETRY**

*Credit, two hours.*

A careful axiomatic development of certain parts of elementary Euclidean and non-Euclidean geometry. The examination of the axiomatic method as an important pattern of thought. Prerequisite: consent of the instructor.

## 6-425. PROJECTIVE GEOMETRY

*edit, three hours.*

Homogenous coordinates, higher dimensional spaces, conics, linear transformations and quadric surfaces, and similar topics.

## 6-430. INDEPENDENT STUDY

*edit, one to three hours.*

Under certain conditions advanced students may be admitted to independent study in mathematics. See detailed requirements elsewhere in catalog.

## 6-432. SEMINAR

*edit, one or two hours.*

Subjects are selected in accordance with the needs and interests of students currently enrolled. Admission on faculty recommendation only.

# MEDICAL TECHNOLOGY

## 7-421. MEDICAL TECHNOLOGY I

*edit, nine hours.*

Medical Technology I introduces the student to the clinical chemistry laboratory. Here, the student is provided the training necessary for him to become proficient in performing the chemical analyses of blood, urine, etc. Registration for this course must occur during registration for the summer terms.

## 7-422. MEDICAL TECHNOLOGY II

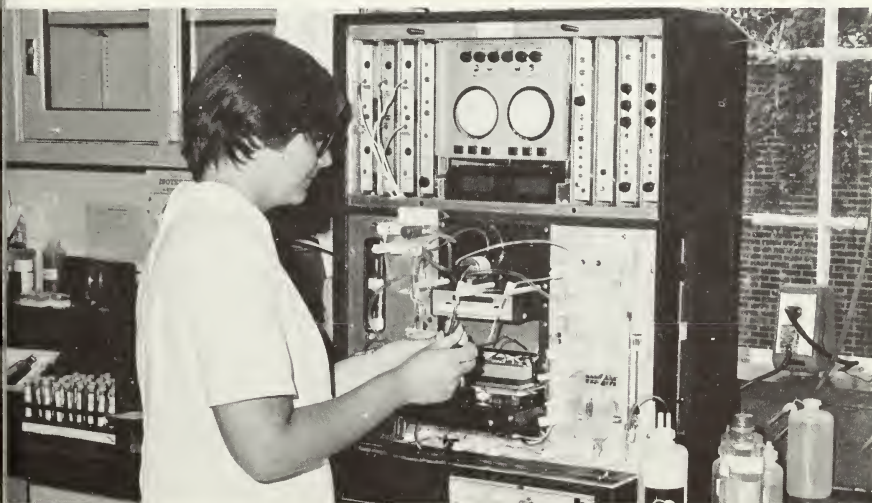
*edit, thirteen hours.*

This course incorporates clinical physiology, clinical hematology, blood-banking, and genetics into a one semester block of work. Most of the student's time is spent in the clinical laboratory and on the hospital ward where he learns those procedures and tests common to this phase of medical technology. The student must register for this course during the regular registration.

## 7-423. MEDICAL TECHNOLOGY III

*edit, fifteen hours.*

Medical Technology III represents the student's final semester of work. During this time he is introduced to clinical microbiology, serology, histological techniques, cytology, statistics and laboratory management. Students must register for this course during the regular spring registration period.



## **MUSIC**

### **32-100. MUSIC AS AN ART AND SCIENCE**

*Credit, two hours.*

This is the basic music theory course required of all elementary education majors. Reading, writing, and playing music are the basic activities. Rhythmic notation, scales, triads, seventh chords, nonharmonic tones, and modulation are presented through programmed instruction and lecture. Individual projects in writing and performing music are required.

### **32-101. MUSIC THEORY**

*Credit, three hours.*

This sequence of courses (32-101, 102, 201, 202) is required of all music majors and serves as the basic musicianship course. A chronological sequence is followed which proceeds from melody writing through counter-point, part-writing, figured bass and chromatic and early atonal systems of composition. Emphasis is placed on the development of sound organization and identification capabilities, through the study of the skills and knowledge necessary for successful creative musical expression. The course is a two-track program which has as its objectives the development of aurally perceptive and notationally skilled musicians confident of their competencies as composers and as users of musical language. A non-credit laboratory hour is a part of the course requirements for 32-101 and 32-102.

### **32-102. MUSIC THEORY**

*Credit, three hours.*

See 32-101. Prerequisite: 32-101.

### **32-111. MUSIC APPRECIATION**

*Credit, two hours.*

A general studies requirement, this course provides training and experiences which will enable the student to acquire an historical-social-aesthetic perspective, to comprehend musical concepts, to discriminate quality levels, to select satisfying and stimulating musical experiences and to empathize with the creators and performers of music.

### **32-112. MUSIC APPRECIATION**

*Credit, two hours.*

A general studies requirement limited to music majors and minors. Covering the same materials as 32-111, but in greater depth, this course enables the music specialist to acquire critical listening habits and pertinent knowledge basic to further musical growth.

### **32-126. INTRODUCTION TO CONDUCTING**

*Credit, one hour.*

This course is designed to give the music major the basic principles required of a conductor. The intention is to instill in the student an understanding of conducting as a means of communication by gestures.

### **32-135, 136. CLASS PIANO**

*Credit, one hour each.*

These courses are designed for beginning students of piano, who as members of a group can profit from each other in solving initial problems related to keyboard performance. Permission of the instructor.

### **32-137, 138. VOICE CLASS**

*Credit, one hour each.*

These courses are designed for the beginning student of voice. Voice placement, breathing, tone, diction, phrasing and other vocal skills are stressed through use of correlated group vocalization and song literature. Permission of the instructor.

### **32-139. GUITAR**

*Credit, one hour.*

A course designed to provide the student with the knowledge and skill necessary to play solos and to accompany on the guitar. Course content consists of basic guitar techniques, bar technique, and transposition with the capo. A variety of strumming and picking techniques are included.





### **32-201. ADVANCED MUSIC THEORY**

*Credit, three hours.*

See 32-101. Prerequisite: 32-102.

### **32-202. ADVANCED MUSIC THEORY**

*Credit, three hours.*

See 32-101. Prerequisite: 32-201.

### **32-226. MUSIC MATERIALS AND PROCEDURES**

*Credit, three hours.*

This course is required of all Elementary Education majors and is a study of the music program of the elementary schools. Music and teaching methods are presented for the area of singing, listening, rhythmic responses, use of recordings, melody instruments, tuned and non-tuned rhythm instruments and for creative experiences. Prerequisite: 32-100 or 32-101

### **32-227. MUSIC MATERIALS AND PROCEDURES**

*Credit, three hours.*

This course is required of all K-12 Music Education majors and is a study of the music program of the elementary schools. Music and teaching methods are presented for the area of singing, listening, rhythmic responses, use of recordings, melody instruments, tuned and non-tuned rhythm instruments and for creative experiences. Emphasis is placed on learning theories for the elementary school child, and recent pedagogical approaches such as Orff and Kodaly are introduced. An evaluation of current music series books and other materials made and comprehensive programs that provide continuous growth and direction from pre-school through the elementary grades are designed. Prerequisite: 32-102.

### **32-230. WOODWINDS**

*Credit, two hours.*

These courses (32-230, 231) are designed to acquaint music students with the pedagogical principles of woodwind performance. The student will play all the woodwinds during the two semester sequence but will emphasize the four basic members of the family (clarinet, flute, oboe, bassoon). The method of organization is based upon two tracks: first, the development of the manipulative skills of the instruments and second, the discussion of teaching techniques associated with instrumental music and those uniquely related to the woodwind. Practical field experience is arranged in area public schools.

### **32-231. WOODWINDS**

*Credit, two hours.*

See 32-230. Prerequisite: 32-230.

### **32-232. BRASS**

*Credit, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical principles of brass performance. The student performs on all of the brass instruments during the semester sequence. The method of organization involves two avenues: The development of the manipulative skills of the particular instrument, and the study of teaching techniques associated with instrumental music as related uniquely to the brass. Practical field experience is arranged in area public schools.

### **32-233. STRINGS**

*Credit, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical principles of string performance. The student performs on all of the string instruments during the semester sequence. The method of organization involves two avenues: The development of the manipulative skills of the particular instrument, and the study of teaching techniques associated with instrumental music as related uniquely to the strings. Practical field experience is arranged in area public schools.

**2-234. PERCUSSION**

*Credit, two hours.*

This course is designed for Music Education majors, to acquaint them with the pedagogical principles of percussion performance. The student performs on all of the percussion instruments during the semester sequence. The method of organization involves two avenues: the development of the manipulative skills of the particular instrument and the study of teaching techniques associated with instrumental music as related uniquely to percussion. Practical field experience is arranged in area public schools.

**2-299. SPECIAL STUDIES IN MUSIC**

*Credit, one to four hours.*

Topics for special studies will be created as needed by the Music Department. This course may be repeated without limit with different topics.

**2-300. WORKSHOP IN FOREIGN CULTURES**

*Credit, one to six hours.*

An exposure to the artistic heritage of foreign countries is provided through a supervised study tour which also involves directed field study and an integrated series of pre-tour and post-tour lectures. Prerequisite: permission of the instructor. One to six hours, depending on the length and academic content of the tour. Further details may be obtained from the office of the department chairman.

**2-303. ARRANGING**

*Credit, three hours.*

The study of the transpositions, ranges, registers, timbres and idiomatic writing for standard orchestral and band instruments and practical work in arranging for large and small vocal and instrumental ensembles. Prerequisite: 32-201.

**2-304. FORM AND ANALYSIS**

*Credit, three hours.*

The analysis and composition of homophonic forms from the simple phrase through the theme-movement forms and a survey of the larger musical structures. Both vocal and instrumental forms are studied. Prerequisite: 32-201.

**2-305. MUSIC COMPOSITION**

*Credit, three hours.*

Creative writing for a variety of media, with an emphasis on the development of an individual style. Prerequisite: 32-202.

**2-306. MUSIC COMPOSITION**

*Credit, three hours.*

A continuation of 32-305. Prerequisite: 32-202.

**2-311. MUSIC HISTORY**

*Credit, three hours.*

A study of the evolution of the musical art in Western Civilization from antiquity through the early Christian, Romanesque, Gothic, Renaissance and Baroque periods.

**2-312. MUSIC HISTORY**

*Credit, three hours.*

A study of music and musicians of the Classical, Romantic and Contemporary periods, with an extensive survey of current styles and trends.

**2-316. CHORAL LITERATURE**

*Credit, three hours.*

A study of the evolution of important forms of choral literature with special emphasis given to the Cantata, Mass, Oratorio and Passion. Interrelations between text and music and the art of choral arranging are considered.



### **32-325. PRINCIPLES OF CONDUCTING**

*Credit, five hours.*

A study of the art, technique and problems relative to conducting and administering instrumental and choral performing organizations. Opportunities are given for practical experiences in conducting and related field observations via area performing groups. Prerequisites: 32-102, 32-126.

### **32-329. MUSIC EDUCATION WORKSHOP**

*Credit, two hours.*

A workshop designed to meet problems in music pedagogy pertinent to elementary teachers. Special emphasis is placed on the study of new materials and teaching techniques.

### **32-330. WORKSHOP IN CLASSROOM INSTRUMENTS**

*Credit, two hours.*

The study and playing of simple classroom instruments (Auto-harp, Guitar, Recorder and Song Flute, Melody Bells, Chord-Piano, and Rhythm instruments). Emphasis is placed on scoring and on improvisation of accompaniment. Permission of the instructor.

### **32-335. MARCHING BAND TECHNIQUES**

*Credit, two hours.*

Organization of the marching band, rehearsal procedures, street and parade marching, field shows of all types, formation charting, precision-drill charting and music arranging for the marching band. Permission of the instructor.

### **32-350. BAND**

*Credit, two hours.*

The reading and performance of band literature and the participation in campus and off-campus concerts and programs. Activities include marching band, wind symphony, pep band and conducting band. Permission of the instructor.

### **32-360. CHOIR**

*Credit, two hours.*

Choral literature from all periods of music history are studied and performed in campus and off-campus concerts and programs. Permission of the instructor.

### **32-361. PIANO**

*Credit, one or two hours.*

Levels one through three. Private piano instruction is offered on six levels, and aims at the development of individual proficiency in technique and interpretation through the study and performance of the various keyboard styles found in the piano literature.

### **32-365. ORGAN**

*Credit, one or two hours.*

Levels one through three. Private organ instruction is offered on six levels, and deals with the idiomatic problems of techniques and interpretation characteristic of this instrument as found in the standard literature.

### **32-371. VOICE**

*Credit, one or two hours.*

Levels one through three. Vocal instruction is offered on six levels. Individual proficiency is stressed in tone placement, phrasing, diction, and in other vocal skills.

### **32-381. BRASS INSTRUMENT**

*Credit, one or two hours.*

Levels one through three. Private instruction is available on six levels for the trumpet, French horn, trombone, baritone horn and tuba. Individual proficiency is developed through the study of proper technique, embouchure, breath control and manual dexterity. Standard repertoire for the respective instrument is studied.



**32-385. PERCUSSION INSTRUMENT***Credit, one or two hours.*

Levels one through three. Private percussion instruction is available on six levels for the student interested in becoming a percussionist in such standard ensembles as the orchestra, band, jazz ensemble and percussion ensemble. Standard repertoire for the respective instrument is studied.

**32-391. WOODWIND INSTRUMENT***Credit, one or two hours.*

Levels one through three. Private woodwind instruction is available on six levels for the flute, clarinet, oboe and bassoon. Individual proficiency is developed through the study of proper technique, embouchure, breath control and so forth. Standard methods and solo literature for the specific instrument are studied.

**32-395. STRING INSTRUMENT***Credit, one or two hours.*

Levels one through three. Private instruction is offered on six levels for the violin, viola, cello and string bass. Individual proficiency is developed through the study of such problems as fingering, bowing, intonation and special effects. Standard methods and solo literature for the specific instrument are studied.

**32-401. SURVEY OF ELECTRONIC MUSIC***Credit, two hours.*

This course is designed to explore the various techniques which have been utilized in the development of electronic music. This is a two-track course which emphasizes both the construction and analysis of music created through the use of tape techniques and the synthesizer. Original compositions are written for various electronic media.

**32-411. SYMPHONIC LITERATURE***Credit, three hours.*

A study of the evolution of important forms of symphonic literature, with special emphasis given to the Symphony and the Concerto. The development of the modern orchestra is considered.

**32-412. OPERA***Credit, three hours.*

The study of the evolution of the standard types of operatic form from the early Baroque period to the contemporary scene. Selected operas regarded as especially important are analyzed.

**32-420. PERCUSSION ENSEMBLE***Credit, one hour.*

Emphasis is placed on multiple-percussive techniques and literature. Permission of the instructor.

**32-421. MUSIC RESEARCH AND INDEPENDENT STUDY***Credit, one to three hours.*

Qualified juniors or seniors may pursue a course of independent study in their major area under the supervision of the appropriate faculty advisor. Students selected must exhibit outstanding ability and scholarship in their chosen area, and must meet the requirements for the Independent Study Program as outlined elsewhere in this catalog.

**32-427. INSTRUMENT CARE AND REPAIR***Credit, two hours.*

A course designed for the instrumental student who intends to teach. Laboratory experience in the maintenance and repair of band instruments is coupled with a general review of the performance basics. Permission of the instructor.

**32-430. WOODWIND ENSEMBLE***Credit, one hour.*

This course involves the study of woodwind chamber music through performance. Ensemble instrumentation will vary from two to twenty-five as literature and enrollment dictate. Permission of the instructor.

### **32-440. BRASS ENSEMBLE**

*Credit, one hour.*

Emphasis is placed on a study of contemporary and earlier periods of brass literature. For two or more members. Permission of the instructor.

### **32-450. JAZZ ENSEMBLE**

*Credit, one hour.*

This course involves the study and performance of jazz-rock music for the large ensemble. Idiomatic phrasing, improvisation and interpretation is emphasized. Permission of the instructor.

### **32-460. SINGING SHEPHERDS**

*Credit, one hour.*

A course designed to give voice and other music students experience in professional "pop" singing techniques. Open to music majors by permission of the instructor. Open to other students by audition — interview with the instructor. Prerequisite: Two semesters of Choir.

### **32-461. ADVANCED PIANO**

*Credit, one or two hours.*

Levels four through six. See 32-361.

### **32-465. ADVANCED ORGAN**

*Credit, one or two hours.*

Levels four through six. See 32-365.

### **32-470. CHAMBER SINGERS**

*Credit, one hour.*

This elite performing organization consists of 10-16 members and is primarily concerned with achieving advanced excellence in ensemble balance, rapport, technique and style. Literature is largely from the Renaissance Period, though later works appropriate for a small group are also used. Permission of the instructor.

### **32-471. ADVANCED VOICE**

*Credit, one or two hours.*

Levels four through six. See 32-371.

### **32-480. MASTERWORKS CHORALE**

*Credit, one hour.*

Open to all campus and community singers as an opportunity to study and perform large choral works.

### **32-481. ADVANCED BRASS INSTRUMENT**

*Credit, one or two hours.*

Levels four through six. See 32-381.

### **32-485. ADVANCED PERCUSSION INSTRUMENT**

*Credit, one or two hours.*

Levels four through six. See 32-385.

### **32-491. ADVANCED WOODWIND INSTRUMENT**

*Credit, one or two hours.*

Levels four through six. See 32-391.

### **32-495. ADVANCED STRING INSTRUMENT**

*Credit, one or two hours.*

Levels four through six. See 32-395.

### **32-497. SENIOR MUSIC ACTIVITY**

*Credit, one hour.*

All music majors are required to complete a Senior Music Activity during the final year. Prior to the middle of the second semester of Junior standing, a determination as to the nature of the Activity is made by the student's advisor after consultation with the other music staff members. The Senior Music Activity will assume the form of a Recital, Lecture-Recital, Project or Recital-Project. Details are on file in the office of the Department chairman.

**32-499. SPECIAL STUDIES IN MUSIC**

*Credit, one to four hours.*

See 32-299.



## **NURSING**

### **86-101. BASIC NEEDS**

*Credit, four hours.*

This is the initial course in nursing upon which all other nursing courses build and expand. It is designed to develop in the student an awareness of Man and his basic needs. The student also begins to recognize health problems as obstacles in meeting these needs. The nursing process is introduced and emphasized throughout each unit of the course.

### **86-102. NEEDS THROUGHOUT THE LIFE CYCLE**

*Credit, four hours.*

This theory course is the second course in the nursing series and concerns the growth and developmental tasks of the family unit as progression is made through the stages in the life cycle of Man. Prerequisites: 86-101, 86-103, 86-151, 60-101, 81-225. Corequisites: 86-104, 69-202, 81-226, 22-103.

### **86-103. CLINICAL NURSING**

*Credit, three hours.*

This is the clinical component of Basic Needs (86-101) in which the student begins to develop the skills necessary to assist man to meet his basic needs when he is unable to do so himself. The first part of the semester is spent in the college skills laboratory practicing basic nursing skills while the latter half of the semester the student spends in a hospital setting providing basic nursing care for an assigned patient utilizing the nursing process.

### **86-104. CLINICAL NURSING**

*Credit, three hours.*

This course is a laboratory component of 86-102. Each student will be scheduled to spend seven weeks (12 clinical hours weekly) at a clinical agency designated for utilization by the nursing faculty. The focus is on the childbearing function of the family and deviations that may occur during the reproductive cycle.

### **86-106. CLINICAL NURSING**

*Credit, three hours.*

This course is a laboratory component of 86-102. Each student will be scheduled to spend seven weeks (12 clinical hours weekly) at a clinical agency designated for utilization by the nursing faculty. The focus concerns the normal growth and developmental tasks of the family and members of the family unit through the stages in the life cycle of Man. Emphasis is given to the normal development, as well as possible deviations from the normal, in the early years of the child.

### **86-111. INTRODUCTION TO UNMET NEEDS**

*Credit, five hours.*

This course focuses on the needs, problems and nursing care of patients manifesting varying degrees of mental health-illness. The major purpose of the course is to assist student in establishing effective one-to-one interactions with individuals and groups of people exhibiting behavioral problems. Prerequisites: 86-102, 86-104, 86-106, 69-202, 81-226, 22-103.

### **86-151. BASIC CHEMISTRY**

*Credit, four hours.*

A survey of the fundamental principles of chemistry with special emphasis on their application to chemical processes in mammalian systems. Topics include chemical bonding, the properties of acids, bases and salts, the biochemistry of proteins, carbohydrates and lipids, cellular energy production, enzyme action and the molecular basis of health and disease. The laboratory emphasizes the use of instruments for making accurate physical and chemical measurements.

### **86-201. SELECTED UNMET NEEDS I**

*Credit, four hours.*

This lecture course focuses on selected, common, recurring needs/problems which threaten Man's ability to meet his basic and higher needs. All age groups which develop such needs/problems will be examined. Current concepts in nursing theory assists in the movement toward health or death with dignity. Prerequisite: 86-111. Corequisite: 81-301, 86-220.



**86-202. SELECTED UNMET NEEDS II***Credit, four hours.*

This lecture course continues to focus on common, recurring health problems which threaten Man's ability to meet his needs. All age groups which develop such problems will be examined. Current concepts in nursing, technique, and practice will be included. Nursing action assists in the move toward health or death with dignity. Prerequisite: 86-201. Corequisite: 73-203.

**86-203. CLINICAL NURSING***Credit, three hours.*

This course will identify selected, common, recurring health problems within the practice of nursing. Nursing care will be planned with individuals and families to re-establish and maintain health and to prevent illness, utilizing the nursing process. In order to progress from 86-203 to 86-205 the student must satisfactorily perform nursing skills as outlined on the clinical laboratory guides. Prerequisite: 86-111. Corequisite: 86-201.

**86-204. CLINICAL NURSING***Credit, three hours.*

This course will identify selected, common, recurring health problems within the practice of nursing. Nursing care will be planned with individuals and families to re-establish and maintain health and to prevent illness. Correlates theory with practice to meet selected unmet needs of assigned individuals. Prerequisite: 86-201, 203, 305. Corequisite: 86-202.

**86-205. CLINICAL NURSING***Credit, three hours.*

This course will identify selected, common, recurring health problems within the practice of nursing. Nursing care will be planned with individuals and families to re-establish and maintain health and to prevent illness, utilizing the nursing process. Prerequisite: 86-203. Corequisite: 86-201.

**86-206. CLINICAL NURSING***Credit, three hours.*

This course will identify selected, common, recurring health problems within the practice of nursing. Nursing care will be planned with individuals and families to re-establish and maintain health and prevent illness. Focuses on unmet needs of a small group of patients. This experience assists the student in the transition to graduate nurse. Prerequisite: 86-201, 203, 204, 205. Corequisite: 86-202.

**86-220. TRENDS IN NURSING***Credit, two hours.*

This course is based on an adaptation of Maslow's Hierarchy of Needs as they relate to the basic needs of beginning practitioners of nursing. The history of nursing and current issues in ethics, legal aspects, professional organizations, nursing education, and patterns of practice are stressed. Prerequisite: 86-111. Corequisite: 86-201, 86-203, 86-205, 81-302.

## **PARK ADMINISTRATION**

### **79-201. INTRODUCTION TO PARK ADMINISTRATION**

*Credit, three hours.*

This is an introductory survey of the broad spectrum of the park administration field including the philosophies of administration; the role of parks in modern society and the impact upon surrounding areas; and, the interrelationship of parks, tourism, natural and historic environment, and leisure time. Current developments in the field will be examined.

### **79-301. PARK MANAGEMENT I**

*Credit, three hours.*

In this course, the student will investigate the theories, practices, economics and problems fundamental to the use of land and related resources for park purposes. Also, the organization, administration and policy of different types of parks will be examined with emphasis upon program development, park management practices and park operation plans. Prerequisite: 79-201.

### **79-302. PARK MANAGEMENT II**

*Credit, three hours.*

In this sequential course, the student will concentrate on the specific management problems of law enforcement methods and procedures, capital and program budgeting, activity scheduling, personnel practices and maintenance concerns. Prerequisites: 79-201 and 79-301.

### **79-310. PARKS IN THE URBAN SETTING**

*Credit, three hours.*

This course involves an examination of the organization and functional objectives of municipal, regional and national urban parks. The types of facilities, locational factors, and relationships with urban health and social service programs will be investigated. Prerequisite: 79-201.

### **79-401. STATE AND FEDERAL PARK POLICY**

*Credit, three hours.*

This course will consider the origin, evolution and significance of public policy in park development on the state and national levels in the United States. Other contents will be the historic, legal and social background for use of land for park purposes. Prerequisite: 79-201.

### **79-410. PROBLEMS IN PARK ADMINISTRATION**

*Credit, one to four hours.*

This course is for individual research or projects by advanced undergraduates on selected topics in the park administration field. The proposed study must have the prior approval of the presiding professor before registration. Prerequisites: Senior classification and consent of park administration professor.

### **79-450. DIRECTED FIELD PLACEMENT**

*Credit, one to six hours.*

A student will be placed with an appropriate park administrative agency after his junior year so that he might participate in and observe the day-to-day operations of a park. Although flexible arrangements could be formulated for placement, it is preferred that this experience be completed in one semester or summer. For details, the manual for park administration field placements should be consulted. Prerequisites: 79-201, 79-301 and 79-302.



## PHILOSOPHY

### -101. INTRODUCTION TO PHILOSOPHY

*credit, three hours.*

This course involves an introductory consideration of language, meaning and inference; knowledge, truth and certainty; of types, (schools) of philosophy; of arguments regarding existence of God; and of values.

### -210. SOCIAL PHILOSOPHY

*credit, three hours.*

Analysis of theories of the nature of man, social institutions, social ethics, social purposes, patterns of relationship and the problem of freedom and regulation.

### -304. PHILOSOPHY OF RELIGION

*credit, three hours.*

In this course, an analysis will be made of certain elements of religious thought. Problems of religious language, knowledge and faith, the existence of God and evil will be examined from various religious perspectives.

### -305. HISTORY OF PHILOSOPHY

*credit, three hours.*

Survey of the major movements in philosophy from ancient Greece to the twentieth century.

### -306. TWENTIETH-CENTURY PHILOSOPHY

*credit, three hours.*

Emphasis on pragmatism, existentialism and analytic philosophy.

### -315. ETHICS

*credit, three hours.*

Problems of choice within the context of society as considered by representatives of various philosophical and Christian traditions.

## **PHOTOGRAPHY**

(SEE ALSO ART, COMMERCIAL ART AND PHYSICS)

### **35-180. FUNDAMENTALS OF PROFESSIONAL PHOTOGRAPHY**

*Credit, three hours.*

Comprehensive overview of the field of professional photography. Introduction to photographic methods and equipment. Use of small format cameras, development of negative contact and projection printing.

### **35-181. BLACK & WHITE PHOTOGRAPHY I**

*Credit, three hours.*

Fundamentals of B & W photography and darkroom techniques. Basic film processing and printing. Basic lighting and exposure selection. Composition, visual thinking and use of auxiliary lenses.

### **35-183. COMMERCIAL/INDUSTRIAL PHOTOGRAPHY I**

*Credit, three hours.*

Experience in varied aspects of commercial/industrial photography. Documentary work, in-plant record shots, publicity skills, research photography, advertising and product illustration, visual aids, lighting, studio and location techniques. Use of view camera.

### **35-182. BLACK & WHITE PHOTOGRAPHY II**

*Credit, three hours.*

A continuation of B & W I. Processing and printing of 120 and 4 x 5 size film. Zone system of exposure and development. Filters, advanced printing techniques.

### **35-184. PHOTOJOURNALISM**

*Credit, three hours.*

The tools and techniques of the news media and of business, public-relations, journalistic, sports and publicity photography. Emphasis on small-format cameras, electronic flash and available-light photography. Examination of single picture, short picture stories, feature-story photography, layout and captions.

### **35-283. COMMERCIAL/INDUSTRIAL PHOTOGRAPHY II**

*Credit, three hours.*

A continuation of Commercial/Industrial Photography I. Advanced techniques in lighting, composition, studio and location photography.

### **35-284. COLOR PHOTOGRAPHY**

*Credit, three hours.*

A basic course in natural color photography. Includes fundamental principles, techniques, and applications of reversal and negative-subtractive color materials and equipment used in the production of color prints and transparencies. Discussion of the special demands of color technique, color relationships, light qualities and the kinds of characteristics of film.

### **35-285. PORTRAIT PHOTOGRAPHY**

*Credit, three hours.*

Studio and outdoor portraiture, including the fundamentals of lighting, posing and three-quarter and full-length figure. Emphasis on composition and psychology of obtaining expression. Use of lighting sources, including natural illumination, conventional studio equipment and electronic flash. Photography of men, women, teens, children, brides and groups.

### **35-286. EXPERIMENTAL PHOTOGRAPHY**

*Credit, three hours.*

Principles of design and composition through representational and non-representational forms. Personal exploration of photographic means to achieve photographs of high quality. Use of conventional and experimental techniques including photographic essay, posterization, multiple exposure, grain, blur, high contrast and macro techniques.

### **35-287. PRACTICUM IN PHOTOGRAPHY**

*Credit, six hours.*

Supervised off-campus work experience in photography or closely allied field. Seminars will be held to evaluate the integration of theory and practice.



## HEALTH, PHYSICAL EDUCATION, RECREATION, AND SAFETY

### 1-101. BEGINNING SWIMMING

*Credit, one hour.*

The purpose of this course is to teach a student basic strokes in swimming.

### 1-103. PERSONAL AND COMMUNITY HEALTH

*Credit, three hours.*

The purpose of this course is to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community health.

### 1-104. FOUNDATIONS OF HEALTH AND PHYSICAL EDUCATION

*Credit, three hours.*

The purpose of this course is to enable students to gain an overview of the Physical Education profession. Philosophy, history, and professional backgrounds will be presented, as well as psychological, sociological, and scientific principles of sport and physical activity.

### 1-110. ELEMENTARY SCHOOL PHYSICAL EDUCATION ACTIVITIES

*Credit, three hours.*

The purpose of this course is to develop a working knowledge of the fundamental movement patterns as they relate to games, rhythms, and gymnastics. In addition, teaching methods, program planning, and teaching opportunities in the public school system will be emphasized.

### 1-119. INDIVIDUAL ADAPTED PHYSICAL EDUCATION

*Credit, one hour.*

This course is for those students who, for medical reasons cannot engage in Orientation Physical Education. The content of the course will vary to meet the individual student's needs. Students will be assigned to this course by the joint action of the college health service and the chairman of required physical education for men and women, respectively.

### 1-120. INDIVIDUAL ADAPTED PHYSICAL EDUCATION

*Credit, one hour.*

This course is a continuation of Physical Education 119.

### 1-140. INTRODUCTION TO RECREATION

*Credit, three hours.*

The scope of this course shall be to relate to the history, purpose, and development of recreation. Each student shall acquire a full understanding and appreciation of leisure time and its impact on society. Career opportunities in recreation shall be explored and the place of recreation in social institutions will be discussed.



## **41-150-191. ORIENTATION IN PHYSICAL EDUCATION**

*Credit, one-half hour.*

The purpose of these courses is to develop basic skills and an interest in lifetime sports team sports, dance and aquatics. Students will register for two different activities each semester. Classes are co-educational.

### **First 8 weeks**

- 41-150 Tennis
- 41-151 Golf
- 41-152 Casting-Angling
- 41-153 Small Water Craft
- 41-154 Archery
- 41-155 Physical Conditioning  
(Jogging, Hiking,  
Climbing)
- 41-156 Gymnastics
- 41-157 Team Handball
- 41-158 Field Hockey
- 41-159 Softball
- 41-161 Advanced Tennis
- 41-163 Camping
- 41-165 Advanced Life Saving
- 41-182 Back Packing
- 41-183 Cycling
- 41-186 Basic Modern Dance
- 41-187 Synchronized Swimming
- 41-191 Horseback Riding

### **Second 8 weeks**

- 41-160 Swimming Orient.
- 41-170 Bowling
- 41-171 Volleyball
- 41-172 Paddle Tennis
- 41-173 Badminton
- 41-174 Handball
- 41-175 Physical Conditioning  
(weight training)
- 41-176 Wrestling
- 41-177 Self-Defense
- 41-178 Folk Dance
- 41-180 Fencing
- 41-181 Advanced Tumbling &  
Gymnastics
- 41-188 Advanced Synchronized Swimming
- 41-190 Snow Skiing
- 41-191 Horseback Riding

## **41-202. INTERMEDIATE SWIMMING**

*Credit, one hour.*

The purpose of this course is to teach students who have completed the beginning course in swimming to improve basic skills and learn additional skills.

## **41-215. BASKETBALL-FOOTBALL**

*Credit, two hours.*

The purpose of this course is to enable students to develop basic skills and techniques in team sports such as football and basketball.

## **41-216. SAFETY EDUCATION**

*Credit, three hours.*

This course emphasizes principles, concepts and methodology of the safety movement, accident prevention and legal aspects involving school activities.

## **41-217. SCHOOL AND HIGHWAY TRANSPORTATION**

*Credit, two hours.*

An overview of the development, management and operation of school and highway transportation systems and their implications for the traffic safety educator. Prerequisite: 41-216.

## **41-218. BASEBALL-WRESTLING**

*Credit, two hours.*

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of baseball and wrestling.

## **41-219. MOTORCYCLE SAFETY**

*Credit, two hours.*

The purpose of this course is to impart the knowledge, skills, and attitudes necessary to ride safely and efficiently in the highway transportation system. Prerequisite: 41-216.

**1-223. SOCCER, LACROSSE, SOFTBALL***redit, two hours.*

The purpose of this course is to enable development of basic fundamental skills and techniques in the theory and practice of team sports including soccer, lacrosse, and softball.

**1-224. FIELD HOCKEY AND BASKETBALL***redit, two hours.*

This course will provide the student with a fundamental knowledge of the skills and strategies of field hockey and basketball.

**1-225. ADMINISTRATION OF INTRAMURALS***redit, two hours.*

The scope of this course shall be to offer the students an opportunity to acquire field experiences in the administration of intramural activities. Each individual will be expected to give assistance in the organization, administration and supervision of intramural activities both on and off campus.

**1-226. ARCHERY-BOWLING***redit, two hours.*

To enable the student to develop fundamental skills and techniques in the theory and practice of archery and bowling.

**1-227. TENNIS-BADMINTON***redit, two hours.*

The purpose of this course is to enable students to acquire fundamental skills and techniques in the theory and practice of tennis and badminton.

**1-230. SOCCER AND LACROSSE***redit, two hours.*

The purpose of this course is to enable development of basic fundamental skills and techniques in the theory and practice of team sports including soccer and lacrosse.

**1-231. VOLLEYBALL AND SOFTBALL***redit, two hours.*

The purpose of this course is to enable students to develop fundamental skills and techniques in the theory and practice of team sports: Volleyball and Softball.

**1-240. FIELD EXPERIENCES IN RECREATION AND SEMINAR***redit, two hours.*

In sophomore year work as an assistant in a Recreation Program which has been approved by the Division. Consent of Chairman. Designed to acquaint students with practical experience in a recreational program. Apply one semester in advance.

**1-241. GOLF-ANGLING***redit, two hours.*

To enable students to develop fundamental skills and techniques in the theory and practice of individual sports, including golf and angling.

**1-242. HANDBALL-PHYSICAL CONDITIONING-PADDLE TENNIS***redit, two hours.*

The purpose of this course is to enable students to acquire fundamental skills and techniques in the theory and practice of teaching individual and dual sports: Handball-Physical Conditioning-Paddle Tennis.

**1-243. MOVEMENT-RHYTHMS***redit, two hours.*

The course in Rhythms enables the student to learn basic rhythmic activities and to be able to select and present a graded program to elementary school children. In addition, this course is to give the student the experience and insight into the components of movement and their subdivisions. Also, each student will be expected to explain a bio-mechanical analysis of basic components of locomotor movement, stability activities, and manipulative activities which will be included in the course.

#### **41-246. GAMES AND AQUATICS**

*Credit, two hours.*

The course in games provides the opportunity for students to learn and present games for all age levels.

The course in aquatics is designed to offer three levels of aquatic instruction.

1. To teach the non-swimmer beginner skills of swimming.

2. To present the beginner with intermediate basic skills of several strokes, along with other basic water safety and rescue skills.

3. To introduce the swimmer to the understanding of good strokes and water safety skills.

#### **41-247. TUMBLING-GYMNASTICS**

*Credit, two hours.*

This course is to give future teachers of physical education an opportunity to learn the fundamental skills of tumbling and gymnastics. Teaching methods and safety skills will be emphasized in the class. Class members will be given an opportunity to participate as student instructors in the Freshman Orientation Tumbling and Gymnastic units.

#### **41-251. FOOTBALL OFFICIATING**

*Credit, one hour.*

This course is designed to acquaint the student with the rules, regulations, technique and mechanics associated with football officiating. Students will be expected to assist officiating of various contests both on and off campus.

#### **41-252. BASKETBALL OFFICIATING**

*Credit, one hour.*

This course is designed to acquaint the student with the rules, regulations, technique and mechanics associated with officiating basketball. Students will be expected to assist officiating of various contests both off and on campus.

#### **41-260. VOLLEYBALL OFFICIATING**

*Credit, one hour.*

This course is designed to acquaint the student with the rules, regulations, technique and mechanics associated with officiating volleyball. Students will be expected to officiate volleyball contests both off and on campus.

#### **41-261. SOFTBALL-BASEBALL OFFICIATING**

*Credit, one hour.*

This course is designed to acquaint the student with the rules, regulations, technique and mechanics associated with officiating softball-baseball. Students will be expected to officiate softball-baseball contests both off and on campus.

#### **41-300. SWIMMER**

*Credit, one hour.*

This course emphasizes advanced swimming skills, basic rescue and water safety.

#### **41-301. ADVANCED LIFE SAVING**

*Credit, one hour.*

This course emphasizes water safety skills. Satisfactory completion of this course certifies the student in Senior Life Saving by the American Red Cross. Students should be able to swim 500 yards continuously, using front crawl stroke, side stroke, a stroke done on the back using an inverted scissors or breaststroke kit, and breaststroke.

#### **41-302. WATER SAFETY INSTRUCTOR**

*Credit, one hour.*

This course emphasizes swimming skills from the beginner's through the advanced skill and also includes methods of teaching swimming skills. Satisfactory completion certifies the student as a Water Safety Instructor by the American Red Cross. Prerequisites: 41-300 and 41-301.



**1-304. CARE AND PREVENTION OF ATHLETIC INJURIES***credit, two hours.*

A theory and laboratory course dealing with the prevention, care and strapping of athletic injuries. Particular emphasis is placed on safety in sports activities.

**1-314. COMMUNITY RECREATION***credit, two hours.*

The purpose of this course is to enable the student to provide leadership in organizing and administering community recreation programs.

**1-316. RECREATION PROGRAMMING***credit, three hours.*

This course investigates the principles, policies, and procedures needed to organize, direct, and conduct recreation programs and programming for Special populations is emphasized. Offered in the block on conjunction with 41-407. Must be taken the semester during just prior to the recreation internship.

**1-318. INTRODUCTION TO DRIVER AND TRAFFIC SAFETY EDUCATION***credit, three hours.*

An introduction to and analysis of the driving task. The theory and practical application will be provided. Prerequisite: 41-216.

**1-319. LABORATORY PROGRAM IN DRIVERS EDUCATION***credit, four hours.*

An examination of the aims, objectives, and role of laboratory programs in driver and traffic education. Directed laboratory experiences with new drivers will be provided. Prerequisite: 41-216 and 31-318. This is the special methods course for Safety Education.

**1-320. FOLK AND SQUARE DANCING***credit, one hour.*

Folk and Square dance offers the student the opportunity to perform and understand the many dances related to the different nationalities. Based on this experience, the student will be able to teach and perform the various folk and square dance routines.

**1-324. APPLIED ANATOMY AND PHYSIOLOGY***credit, four hours.*

The purpose of this course is to give the student a background in Anatomy and Physiology and then through lab work to demonstrate how the physiological functions change with exercise. Prerequisites: 41-104, 81-101, 81-102.

**1-326. BASKETBALL***credit, one hour.*

Basketball will prepare the teacher-coach to teach fundamental skills and strategy. From its foundation, the teacher-coach will be prepared to coach advanced offensive and defensive tactics. Organization and the administration of a basketball program will also be covered. The psychology of the athlete and the training and conditioning of athletes will be discussed.

**1-327. TRACK & FIELD EVENTS***credit, two hours.*

Track and Field Class is designed to prepare the teacher-coach in teaching the fundamentals and advanced skills of track and field. Also, the training and conditioning of athletes along with the psychological application will be covered. The administration of meets will be dealt with.

**1-328. TEAM SPORTS***credit, one hour.*

This course will provide the student with a fundamental background in the following skills and strategies in the following sports: Field Hockey, Softball and Basketball.

### **41-329. POWER VOLLEYBALL**

*Credit, one hour.*

This course will prepare the teacher-coach to be able to teach fundamental and advanced individual and team skills. From this foundation, the teacher-coach will be prepared to teach advanced offensive and defensive tactics. The organization and administration of a power volleyball program will be covered. The psychology, training, and conditioning of the athlete will be integrated into the course.

### **41-330. INTRODUCTION TO THERAPEUTIC RECREATION**

*Credit, three hours.*

Will provide the student with an understanding of the methods and techniques employed in serving Special populations with recreational opportunities. Theoretical, in-class and out-of-class applications will be utilized. 40 hours of field experiences in a Therapeutic setting required.

### **41-332. CAMP COUNSELING**

*Credit, two hours.*

This course presents the history and philosophy of camping, various types of camps, camp organization and programming, camping activities, and skills essential for successful camp counseling. The American Camping Association's Campcrafter Course, several class camping trips, and a field trip to the Frederick County, Maryland, Outdoor School are a part of the course content.

### **41-343. THEORY AND PSYCHOLOGY OF COACHING**

*Credit, two hours.*

The student taking this course will be exposed to organization and theory of coaching, as well as differing philosophies of coaching. Prerequisite: Two hours Team Sports.

### **41-345. RECREATION LEADERSHIP**

*Credit, three hours.*

The nature of leadership and the competencies of successful leadership are examined. The student is given the opportunity to observe and conduct actual recreation activities both in the classroom and in actual recreation settings. Forty hours out-of-class recreational activities and leadership experience are required.

### **41-353. FIRST AID**

*Credit, two hours.*

This is the standard and advanced course in first aid. Students who satisfactorily complete this course are certified by the American National Red Cross.

### **41-354. FIRST AID**

*Credit, one hour.*

This is the instructor course in first aid. Students who satisfactorily complete this course are certified by the American National Red Cross as first aid instructors.

### **41-360. SCHOOL HEALTH PROBLEMS**

*Credit, three hours.*

The purpose of this course is to establish the base of understanding which is requisite for the study of problems of curriculum planning and organization, methodology, and the selection and use of materials of health education in the classroom. One of the major course objectives is to enable students to be cognizant of health problems in the home, community, and school. Prerequisite: 41-103 and at least junior class standing.

### **41-361. DISASTER PREPAREDNESS AND EMERGENCY SYSTEMS**

*Credit, two hours.*

This course is designed as a study of the major elements of disasters and emergency preparedness and a systematic, organized method of preparedness planning for these unfortunate events. Safety practitioners and other individuals who share community leadership roles need preparation in planning for disasters and emergencies and this course is intended to provide such experiences from both theoretical and practical viewpoints. Prerequisites: 41-216 and 41-217 or 41-304.

**1-370. OUTDOOR EDUCATION***Credit, two hours.*

This course is designed to introduce students to the goals and functions of outdoor education internationally. The educational experience is enriched through participation in a wide variety of events learned in the outdoor setting.

**1-380. PERCEPTUAL MOTOR LEARNING***Credit, three hours.*

This course is designed to acquaint the student with the different aspects of learning motor skills. It will further enable the students to recognize deficiencies related to motor learning and adjust teaching procedures to cope with inherent disabilities. Prerequisite: 1-301 (or in progress).

**1-401. ADAPTED PHYSICAL EDUCATION***Credit, two hours.*

To acquaint the student with the problems underlying the need for an adapted physical education program. The course will cover the organization and administration of special physical education programs for the handicapped.

**1-402. PRACTICUM LABORATORY WORK IN ADAPTED PHYSICAL EDUCATION***Credit, two hours.*

This course in laboratory work offers the major student the opportunity to assist in the coordination and presentation of physical education services in the regular school or in a special education center. The purpose of the course is to enable students to closely observe and study exceptional children in order to better understand their basic physical education needs and to determine how to put into practice the educational theories of adapted physical education.

**1-405. KINESIOLOGY***Credit, three hours.*

The purpose of this course is to enable the student to understand and apply the principles of mechanics of body movement to sports and other activities. Prerequisite: 41-324.

**1-406. ADMINISTRATION OF HEALTH AND PHYSICAL EDUCATION***Credit, three hours.*

The purpose of this course is to enable personnel in physical education and related fields to understand and to interpret the philosophy, principles, problems, policies and procedures essential to the development of desirable programs in physical education and its related fields. Consent of instructor.

**1-407. ADMINISTRATION OF RECREATION***Credit, three hours.*

Administrative problems in recreation are investigated. Possible solutions are studied through theoretical and practical experiences and observations. Included among these problems are: planning, facilities, financing, scheduling, public relations, professional involvement, personnel management, and ability. Offered on the block in conjunction with 41-316. Must be taken the semester during or just prior to the recreation internship.

**1-408. FIELD WORK IN CORRECTIVE THERAPY***Credit, ten hours.*

This course is offered in conjunction with the Veterans Administration Center, Martinsburg, WV, where students interested in corrective therapy may take clinical training and be certified as corrective therapists. This course must be taken while the student is enrolled at the college. Further details may be obtained from Dr. Josephs, Health and Physical Education Division.

**1-409. CURRENT TRENDS IN HEALTH AND SAFETY EDUCATION***Credit, three hours.*

A study of current issues in health and safety. Organizational, administrative and supervisory problems of safety education as they relate to the total school and other specialized programs. Historical and philosophical aspects, evaluation, related professional organization and occupational opportunities. Prerequisites: 41-216 and consent of Instructor.

#### **41-410. TESTS AND MEASUREMENTS IN HEALTH EDUCATION AND PHYSICAL EDUCATION**

*Credit, two hours.*

The purpose of this course is to enable the student to develop testing techniques applicable to health and physical education.

#### **41-411. INDEPENDENT STUDY IN HEALTH, PHYSICAL EDUCATION, RECREATION, OR ATHLETICS**

*Credit, one to three hours.*

This course is designed primarily for seniors with averages of 3.0 or above who are seeking an opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in physical education or in related fields. Permission of the division chairman is required for enrollment in this course.

#### **41-450. FIELD EXPERIENCES IN RECREATION AND SEMINAR**

*Credit, six hours.*

A directed and supervised practical work experience with a recreation agency. The student is given pre-planned work experiences under the supervision of the assigned agency. These work experiences enable the student to enhance his professional planning, leadership, administrative, and supervisory skills. The student must complete 400 work hours and a major project for the assigned agency. No other college credits may be taken during this internship. Prerequisites: 41-345, 41-316, and 41-407, and at least a 2.5 grade point average in Recreation Major required courses.

**\*NOTE:** Students must apply for 41-240 and 41-450 at least one semester in advance.





**PHYSICS****211. GENERAL PHYSICS***5 credits, four hours.*

An introductory treatment of fundamentals of mechanics, heat, and sound. Three one hour lecture periods and one 2-hour laboratory per week.

**212. GENERAL PHYSICS***5 credits, four hours.*

An introductory treatment of the fundamentals of electricity, magnetism and light. Three one hour lecture recitation periods and one 2-hour laboratory period per week. Prerequisite: 211.

**300. ELECTRONICS***5 credits, four hours.*

A development of the fundamental concepts and principles of vacuum-tube and semiconductor theory and their application to such circuits as power supplies, amplifiers and oscillators. Prerequisites: 83-211 and 83-212 and consent of instructor.

**305. PHOTOGRAPHY***3 credits, three hours.*

An introductory course in photography primarily intended for recreation majors and students in elementary education but open to others, whose interests may be served. Simple applications of photographic techniques will be stressed through individualized activities. Laboratory materials will be employed. Course work will consist of exercises directed toward developing competencies in classroom and recreational photography.

**310. PHOTOGRAPHIC SCIENCE***3 credits, three hours.*

An introductory course covering the chemistry and physics of photography. The characteristics of various cameras, lenses, filters, light sources and photographic emulsions will be considered. Some laboratory exercises will be carried out.

**319. MECHANICS***5 credits, four hours.*

A development of the fundamental concepts and principles of mechanics, using mathematical methods. Prerequisites: 83-211 and consent of instructor.

**320. HEAT***5 credits, four hours.*

A development of the fundamental concepts concerning heat, the gas laws and elementary thermodynamics. Prerequisites: 83-211 and consent of instructor.

**321. LIGHT***5 credits, four hours.*

Covers the fundamental principles of geometrical and physical optics. Work is done in optical instruments, spectrometer, interferometry and polarization. Prerequisites: 83-212 and consent of instructor.

**322. ELECTRICITY AND MAGNETISM***5 credits, four hours.*

An introduction to the theory of electricity and magnetism and to its application in practical problems. Prerequisites: 83-212 and consent of instructor.

**323. INTRODUCTION TO MODERN PHYSICS***5 credits, four hours.*

An introduction to contemporary atomic physics. Particle analysis, phenomena connected with the structure of the atom. Radioactivity and evidence for the planetary model of the atom are treated. Electron and nuclear masses and charges are also considered. Prerequisite: 83-211 and 83-212 and consent of instructor.

**3401, 83-404. SPECIAL PROJECTS***1 credit, one hour per semester.*

Experimental and theoretical research projects in specific areas of physics. Project assignment dependent upon student's ability and interest.

## **POLITICAL SCIENCE**

### **72-100. POLITICS AND GOVERNMENT**

*Credit, three hours.*

A consideration of concepts and issues essential to the understanding and study of politics. Classical and modern theories of the political system, including communism, capitalism, democracy and socialism, are examined in an American and international context including study of specific nations (e.g. U.S.S.R., Britain, China, etc.). The approach of course will be both empirical and normative.

### **72-101. AMERICAN FEDERAL GOVERNMENT**

*Credit, three hours.*

A study of the functions and administration of the government of the United States.

### **72-102. STATE AND LOCAL GOVERNMENT**

*Credit, three hours.*

A study of the functions and administration of the government on the state and local levels.

### **72-201. INTRODUCTION TO PUBLIC ADMINISTRATION**

*Credit, three hours.*

An introductory study of the development, organization, procedures, processes and human relations factors in governmental administration. Particular emphasis will be placed on the study of administrative practices in the Federal, state and local governments in the United States. Prerequisites: 72-101 and 72-102 or the equivalent.

### **72-301. PUBLIC POLICY**

*Credit, three hours.*

Study of public policy development and implementation in the United States, with emphasis on the ways in which cultural, political and institutional factors may inhibit or expedite the pursuit of public policies designed to meet societal needs; and with consideration of selected contemporary issues of public policy within this framework. Prerequisite: 72-101.

### **72-309. PRESIDENT AND CONGRESS**

*Credit, three hours.*

Study of the ways in which Presidents and Congressmen attempt to meet their responsibilities within the context of the institutional and political features of the American system; examination of the complex relationships between President and Congress; and a consideration of President and Congress in relation to past, present and possible future settings. Prerequisite: 72-101.

### **72-310. POLITICAL PARTIES**

*Credit, three hours.*

A study of the nature, growth and methods of political parties and the conduct of elections.

### **72-315. EARLY POLITICAL THEORY**

*Credit, three hours.*

A general survey of leading theories from ancient times to the present. Includes opportunity to study the influence of political and social ideas upon the fundamental institutions of modern societies.

### **72-316. RECENT AND CONTEMPORARY POLITICAL THEORY**

*Credit, three hours.*

The recent schools of political thought are presented with particular emphasis on the basic ideologies of contemporary period.

### **72-325. COMPARATIVE GOVERNMENTS**

*Credit, three hours.*

A comparative study of modern political institutions with particular attention to European government and politics.

**P-326. COMPARATIVE GOVERNMENTS**

*edit, three hours.*

This course will examine the governments of the Soviet Union, Communist China, and Western Europe. Their ideology, theory, institution, leadership and politics and their relations with other communist countries will be emphasized.

**P-400. CONSTITUTIONAL POLITICS**

*edit, three hours.*

The course is an examination of the structure and political relationships of federal, state, and local courts, with an emphasis upon the interaction between courts and other elements in the political process.

**P-401. CONSTITUTIONAL LAW**

*edit, three hours.*

Development of the American constitutional system and its workings. The relationship of the constitution to present political, social and economic problems.

**P-403. INTERNATIONAL RELATIONS**

*edit, three hours.*

Surveys the political relationship among states, emphasizing methods and goals of diplomacy. It also analyzes concepts like the balance of power, collective security and the peaceful settlements of disputes.

**P-404. INTERNATIONAL ORGANIZATION OR WORLD GOVERNMENTS**

*edit, three hours.*

Examines the theory, structure of international organization with special emphasis on the U.N. The other organizations which will be discussed include N.A.T.O., European Common Market, SEATO, OAS and other regional organizations.

**P-407. INTRODUCTION TO INTERNATIONAL LAW**

*edit, three hours.*

A survey of the nature, sources and development of international law. Study of substantive elements through case studies will be stressed.

**P-412. METROPOLITAN POLITICS**

*edit, three hours.*

An examination of local government in metropolitan areas; emphasis is placed on economic, demographic and political characteristics of the urban community and their implications for effective and responsive government. Prerequisites: 72-101 and 72-102.

**P-413. TECHNIQUES OF RESEARCH**

*edit, three hours.*

An opportunity for independent study and preparation for graduate work. Included are methodology, historiography and extensive work with source materials. This course is recommended for both History and Political Science majors.

**P-443. INTERNSHIP IN GOVERNMENT**

*edit, one to fifteen hours.*

This course provides full- or part-time work experience in federal, state, or local agencies so that a student might gain practical knowledge in the formulation and implementation of public policies. Participants in this program must submit proposals during the semester preceding the internship to the Division Chairman and to the faculty member responsible for the internship program in the division. The proposal must describe the internship itself, the agency coordinator, the supplementary readings and other expectations, the process of evaluation and the number of hours to be granted upon successful completion. All proposals must be approved by the Division Chairman and the Academic Dean; if more than one division is involved in the internship, the proposal must have the approval of the respective chairmen and the Academic Dean. Candidates for the Public Service-Learning Internship Program coordinated by the West Virginia Board of Regents must apply under the guidelines set by the Board to the Coordinator of the Governmental Internship Program of the college.

## **PSYCHOLOGY**

### **22-103. INTRODUCTION TO PSYCHOLOGY**

*Credit, three hours.*

A survey course introducing the core areas of psychology, including an introduction to the history and systems of psychology, physiological psychology, the psychology of learning, personality, abnormal psychology and social psychology.

### **22-104. GENERAL PSYCHOLOGY**

*Credit, three hours.*

A continued survey of the basic areas of psychology. The course includes such topics as systematic psychology, research methods, perception, motivation, emotion, cognitive processes, developmental psychology, social influences and environmental psychology. Prerequisite: 22-103.

### **22-200. DATA ANALYSIS IN PSYCHOLOGY**

*Credit, three hours.*

An introductory exposure to experimentation and to the research tools of psychology, the art of reading psychological research literature and the interpretation of research results. The student will be required to do an individual research project in this course. Prerequisite: 22-103.

### **22-205. SOCIAL PSYCHOLOGY**

*Credit, three hours.*

A study of the interaction of individuals in group situations, the products of collective activity, and their influence upon the individual. Prerequisite: 22-103.

### **22-211. INTRODUCTION TO CLINICAL PSYCHOLOGY**

*Credit, three hours.*

An introduction to the methods, techniques and approaches to an understanding of personality and the treatment of emotional disturbances. Prerequisite: 22-103.

### **22-302. PSYCHOLOGY OF MENTAL HEALTH**

*Credit, three hours.*

A course concerned with the dynamics of human adjustment to environmental demands. Prerequisite: 22-103.

### **22-310. PSYCHOLOGY OF PERSONALITY**

*Credit, three hours.*

A study of a variety of theories of personality determinants, structure, and functioning. Prerequisite: 22-103.

### **22-312. PRACTICUM IN PSYCHOLOGY**

*Credit, three hours.*

This course consists of six hours of practical experience and a two-hour supervisory discussion/content seminar related to paraprofessional work in psychology. The individual student must petition the psychology committee well in advance of registration so they can give the student appropriate feedback as to his eligibility. \*Prerequisites: The student must be approved by a committee composed of the psychology faculty and two students commissioned by the faculty. Students are selected on the basis of both academic standing and character. The student must have had at least 6 hours of upper level courses in psychology. Normally, the course is available only to majors. For students minoring in psychology, others, special permission of the instructor is required.

Description: If a student is selected, then he may elect this course, stating a preference for one of the following areas: (1) Teaching (2) Research (3) Clinical work.

Teaching Assistants: The student is responsible for teaching a minimum of three one-hour lecture sessions of either 22-103 or 22-104 during the course of the semester. Once teaching topics are selected in consultation with the course instructor, the intent of the program is to allow him considerable latitude and responsibility in his role as an assistant student teacher in psychology. Details of his non-teaching responsibilities related to the course are to be worked out in consultation with the course instructor.

Research: Once approved, the student may elect to undertake an independent and worthwhile piece of research in psychology under the guidance and supervision of an interested faculty member.



member **OR** arrangements may be made for him to work as a research assistant at an institution approved, coordinated and supervised by the faculty.

**Clinical Assistant:** Once the student has been approved, he may elect to work in a local mental health or community service facility approved, coordinated and supervised by the faculty.

**Note:** Normally, a qualified student would be expected to be awarded this course once. In any event, no student will be allowed to take it for credit more than twice.

## **2-320. HISTORY AND SYSTEMS OF PSYCHOLOGY**

*credit, three hours.*

An overview of the historical and philosophical basis of psychology and their relationship to contemporary systems. Prerequisite: 22-103.

## **2-360. ABNORMAL PSYCHOLOGY**

*credit, three hours.*

A study of the classifications, dynamics, symptoms, and treatment of abnormal behavior. Prerequisite: 22-103.

## **2-362. PSYCHOLOGY OF LEARNING AND COGNITION**

*credit, three hours.*

The psychology of animal and human conditioning, learning and cognitive processes. Prerequisite: 22-103.

## **2-363. PHYSIOLOGICAL PSYCHOLOGY**

*credit, three hours.*

An investigation of the interaction between physiological and psychological processes in the functioning of the human organism. Prerequisite: 22-103.

## **2-364. LIFESPAN DEVELOPMENTAL PSYCHOLOGY**

*credit, three hours.*

This course provides a survey of the developmental dynamics of the human life cycle from conception through the aging and death processes. Prerequisite: 22-103.

## **2-400. EXPERIMENTAL PSYCHOLOGY**

*credit, three hours.*

The contents and methods of experimentation in Psychology. Prerequisites: 22-103 and 2-200 or 85-314.

## **RELIGION**

### **2-303. HISTORY OF CHRISTIANITY TO 1525**

*credit, three hours.*

The history of Christianity from New Testament times to the Reformation will be studied. Emphasis will be on geographical spread, significant persons, philosophies, governments and theological concerns.

### **2-308. OLD TESTAMENT**

*credit, three hours.*

In this survey of the Old Testament, concentration will be on the history of the Hebrew covenant-community of people, their understanding of life in relation to God and the literary forms in which they expressed this understanding.

### **2-309. NEW TESTAMENT**

*credit, three hours.*

The life and teachings of Jesus as described in the Gospels, the writings of Paul and the contents of other New Testament books will be studied along with certain critical questions regarding authorship and interpretation of New Testament material.

### **2-325. GREAT RELIGIOUS BOOKS**

*credit, three hours.*

This course examines a number of the great books which have helped shape classic Christian thought in Western culture. The concepts of law, justice, order, authority and salvation, as they occur in the writings of major religious thinkers are stressed. Selections from the Old and New Testaments, St. Augustine, Abelard, Aquinas, Luther, Calvin, Hooker, Pascal, Kierkegaard, Tillich, Bonhoeffer, Barth and Buber will be read and discussed.

**SOCIAL WELFARE****75-201. INTRODUCTION TO SOCIAL WORK***Credit, three hours.*

This sophomore-level course is designed to introduce the beginning level social work student to the issues and knowledge with which Social Welfare and Social Work are concerned. Through examination of the scope of social welfare as a concept, the structures that have grown out of it, and the theory and practice techniques which enable the structures to function, this course will attempt to lay the base for later, more detailed and advanced study of basic policy and practice concerns. The student will be introduced to the generalist concept of social work practice upon which the undergraduate curriculum is built, and will have the opportunity to explore his/her own readiness to identify with the values, principles and practices of the social work profession. Required for all social work majors. Prerequisites: 73-202-103, or consent of instructor.

**75-301. SOCIAL WELFARE AS A SOCIAL INSTITUTION***Credit, three hours.*

This course surveys the historical development of social welfare institutions and societal processes devised to deal with social welfare concerns. Special attention is given to the origin and development of the American social welfare system as well as current trends and issues in the social welfare field. Prerequisites: 73-203 and 73-205.

**75-305. HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT***Credit, three hours.*

The purpose of this course is to introduce students to the relationship between ideas and theories fundamental to understanding human behavior and human services. The broad application of human behavior theory is explored as it applies to human-helping services in general, as well as specific applications of theory to specific services. In accomplishing this course purpose the student is expected to integrate theories, concepts and facts learned in psychology, sociology and social welfare courses. A social systems approach is used to formulate a theoretical framework for analyzing culture, society, communities, organizations, small groups, families and the individual. Prerequisites: 21-103 and 21-104.

**75-311. SOCIAL WORK METHODS I***Credit, three hours.*

This course is an introduction to the basic interviewing techniques and skills utilized in social work practice. The mechanics of conducting interviews, gathering information, recording interviews will be covered. Techniques used in one-to-one interviews, multi-person interviews and groups will be discussed.

**75-312. SOCIAL WORK METHODS II***Credit, three hours.*

This methods course exposes the student to the fundamental concepts and principles of direct person-to-person social work practice and the theories of human behavior used in social work intervention. A major aim of the course is to acquaint the student with techniques, strategies and assumptions in functioning as a change-agent. The basic social work values, problem solving processes, decision-making methods and means of collecting and analyzing data are covered. Prerequisite: 75-311.

**75-313. CHILD WELFARE SERVICES***Credit, three hours.*

This course is an introduction to the areas of child welfare problems, needs and services in America. The historical development of child welfare services is surveyed as well as dealing with major current issues. Course content includes public and private agencies, specialized services in the categories of dependent and neglected children, delinquent children, physically and mentally handicapped children, adoptions, foster care and institutional services. Prerequisite: 75-301.

**5-402. SOCIAL GERONTOLOGY***credit, three hours.*

An interdisciplinary consideration of the sociological, psychological, and biological processes of aging with emphasis on modes of social intervention. Important aspects of the demography of the aged are clarified, as is the aging's relationship with the family. Studies in changes in intelligence, memory, brain function, and behavior accompany a look at the physiological aspects of the psychology of aging. Normal and pathological physical changes, and the effects of exercise receive attention. Discussions of environmental and social issues such as prologation of life, institutionalization, economics, neighborhood planning, public policy, and community services are examined in their particular applications to older persons and the aging processes. Strategies and techniques of the development and delivery of social services are presented. Prerequisites: 75-301, 305, 311, 312, or consent of instructor.

**5-404. SOCIAL WELFARE SEMINAR***credit, three hours.*

This course is designed to give the advanced undergraduate student an opportunity to explore further and integrate in a generic way knowledge learned in individual courses covering many other areas of content. There is in depth analysis of social work values, professionalism, social change and systems of delivering human welfare services. Prerequisites: 5-301, 75-311, 75-312.

**5-407. FIELD EXPERIENCE IN SOCIAL WORK I***credit, three hours.*

This course is the culmination of the social welfare student's course work in which the student will be expected to transform theory into practice through direct delivery of human welfare services in an approved community agency under the direction of a qualified supervisor. The student works in an agency ten hours per week and attends a two-hour seminar held weekly on the college campus. The college faculty and the agency supervise work closely to insure the student undergoes an intense, thorough, broad experience in direct service to people in need. Prerequisites: 75-311, 75-312.

Note: All students required to complete field work must fill out a "Field Work Application" form in duplicate during the semester preceding the proposed field work. Forms can be obtained from the Social Welfare Program Coordinator.

**5-408. FIELD EXPERIENCE IN SOCIAL WORK II***credit, three hours.*

Continuation of Field Experience in Social Work I.

Note: All students required to complete field work must fill out a "Field Work Application" form in duplicate during the semester preceding the proposed field work. Forms can be obtained from the Social Welfare Program Coordinator.

**5-409. FIELD EXPERIENCE SEMINAR***credit, three hours.*

The purposes of this weekly seminar are to aid the student in meeting the objectives of the Field Experience Program, and to apply, in an integrated manner, the theoretical concepts and principles learned in the classroom to the actual delivery of social services. Through use of the case presentation format, the student will be exposed to a variety of change agent, client, target, and action systems, and will further develop the ability to analyze and evaluate differing interventive approaches and techniques. The seminar will also expand the students' knowledge of and experience with group problem-solving and professional relationships. Prerequisites: 75-311, 75-305 or consent of instructor.

**5-415, 75-416. READING IN SOCIAL WELFARE***credit, three hours.*

This course will deal with selected, in depth analysis of specialized areas of social welfare. The class is structured around intensive reading in a concentrated area with follow-up discussion groups. Each student prepares a research paper exploring some aspect of the topic under study. Content areas include historical analysis, policy formulation, practice theory, comparative policy and theory and research theory and methodology. Prerequisites: 75-301, 75-310, 75-311 or permission of the instructor.

## **SOCIOLOGY**

### **73-203. GENERAL SOCIOLOGY**

*Credit, three hours.*

Origin and development of groups and social changes. Prerequisite for all other course in Sociology and/or Social Welfare. Not recommended for Freshmen.

### **73-205. SOCIAL PROBLEMS**

*Credit, three hours.*

A study of current sociological problems.

### **73-303. THE FAMILY**

*Credit, three hours.*

A short history of types of families and a study of orderly family living.

### **73-307. POPULATION AND URBAN PROBLEMS**

*Credit, three hours.*

A study of the theories of population, the interdependence of the peoples of the world and population as a factor in the analysis of social problems.

### **73-309. SOCIOLOGY OF RELIGION**

*Credit, three hours.*

The structure and function of organized religion in traditional and industrial societies. The reciprocal relations of religious, economic and political systems in contemporary America.

### **73-312. INTRODUCTION TO JUVENILE DELINQUENCY**

*Credit, three hours.*

Gives an overall view to the major problems involved in juvenile delinquency. Special emphasis is placed upon the individualization of the youthful offender, the nature and functions of the juvenile courts, problems of parents and the more effective usage of community resources.

### **73-314. GENERAL ANTHROPOLOGY**

*Credit, three hours.*

A general survey of the origins of man and the development of prehistoric cultures.

### **73-315. CULTURAL ANTHROPOLOGY**

*Credit, three hours.*

A study of primitive cultures with respect to range and variability of human behavior. Presented to show the continuity of social life from basic human beginnings to present-day civilization.

### **73-316. CULTURE IMPACT ON SOCIAL GROUPS**

*Credit, three hours.*

A survey of human behavior and social attitudes under actual life conditions. Emphasis placed upon the influence of cultural sub-groups on the development of personality, national character, ethos, and patterns of motivation as reflected by the values of the group. While the scope of the course is world-wide, special attention is given to black and Appalachian cultures.

### **73-401. INDUSTRIAL SOCIOLOGY**

*Credit, three hours.*

Industrial, business and other work units as social systems; the sociology of human relations as a study of people in this world or work.

### **73-402. CRIMINOLOGY**

*Credit, three hours.*

An inquiry into crime causation and treatment, with complementary attention given to selected types of crime.

### **73-403. ETHNIC RELATIONS**

*Credit, three hours.*

A survey of ethnic relations within American society, supplemented with illustrations from other societies.



**S-404. SOCIOLOGY SEMINAR**

*credit, three hours.*

This course is designed for those students who have a major or minor in Sociology and who expect to pursue graduate study in the field.

**S-405. RESEARCH METHODS**

*credit, three hours.*

The purpose of this course is to introduce the scientific method in sociology research. It will include the development and testing of hypotheses and will cover techniques such as observation, interviewing and questioning.

**S-406. COMMUNICATION IN AMERICAN SOCIETY**

*credit, three hours.*

Special emphasis is placed upon mass communications and the structure of function of communication as the art of transmitting information, ideas, concepts and attitudes from one person or group to another.

**S-410. SOCIAL THEORY**

*credit, three hours.*

The nature and development of social thought from ancient times to the present is surveyed. The influence upon social conditions by the development of sociological theories is assessed.

**S-411. SOCIAL STRATIFICATION**

*credit, three hours.*

A study of the factors which account for differences in influence, power and social prestige held by different individuals and groups in the community and the society. Also considered are the theories of stratification and the relationships between social class and education, occupational choice, political preference and religious affiliation. The relationship between social class and social mobility is reviewed.



## **SPEECH, DRAMA, AND BROADCASTING**

### **69-200. VOICE AND DICTION**

*Credit, three hours.*

This course employs phonetics, exercises in reading poetry, prose, drama and tape recordings to improve diction, voice quality, reading and speaking ability.

### **69-202. FUNDAMENTALS OF SPEECH**

*Credit, three hours.*

A course emphasizing the development of communicative skills in various speaking situations. Prerequisite: 60-101.

### **69-203. PLAY ACTING**

*Credit, three hours.*

Basic principles in acting stressed. Practice in acting and group rehearsal correlated with college theatre production.

### **69-204. ELEMENTS OF DRAMATIC PRODUCTION**

*Credit, three hours.*

A study of stagecraft, scene design, direction, acting, costuming, make-up, lighting, plot selection, casting and theatre management. Students will be required to participate in dramatic activities of the college and do a concentrated study in one area.

### **69-207. THEATRE PRACTICE**

*Credit, one hour.*

Laboratory experience is gained by working on the dramatic productions offered by the college. Prerequisite: consent of the instructor.

### **69-208. THEATRE PRACTICE**

*Credit, one hour.*

Laboratory experience is gained by working on the dramatic productions offered by the college. Prerequisite: consent of the instructor.

### **69-209. RADIO PRODUCTION**

*Credit, one hour.*

Direct experience in the production of college programs. Assignments adjusted to student's interests and needs. Prerequisite: consent of the instructor.

### **69-210. RADIO PRODUCTION**

*Credit, one hour.*

Direct experience in the production of college programs. Assignments adjusted to student's interests and needs. Prerequisite: consent of the instructor.

### **69-211. INTRODUCTION TO BROADCASTING**

*Credit, three hours.*

Survey of radio, including history, legal aspects, mechanics of sound recordings and transmission, network and local station operations.

### **69-213. RADIO ANNOUNCING**

*Credit, three hours.*

Includes theory and practice of general announcing as well as preparations of newscasts, commercials, disc jockey shows and ad-lib productions. Prerequisite: 69-211 or consent of instructor.

### **69-215. INTERPERSONAL COMMUNICATION.**

*Credit, three hours.*

A survey of basic concepts of interpersonal communication, including speech process, perception, motivation and human interaction. Prerequisite: 69-202 or consent of the instructor.

## **69-246. STAGECRAFT AND SCENE DESIGN**

*Credit, three hours.*

A study of the technical elements of play production. Set construction, painting, staging and design are the areas stressed. Students are required to do complete stage designs for two plays.

## **69-300. PERSUASION**

*Credit, three hours.*

The study of the principles and practice of persuasion. Persuasive strategies will be employed by students in the oral, written, and mass communication mediums. Topics for analysis include beliefs, attitudes, values; theories of motivation; persuader effectiveness and ethos, pathos, logos; opinion molecules; advertising techniques; subliminal seduction; behavior modification. Prerequisites: 69-202 or consent of the instructor.

## **69-309. PLAY DIRECTION**

*Credit, three hours.*

Theory of stage direction and a survey of practical phases of production. Each student is required to prepare a complete production script of a one-act play for presentation in the college theatre.

## **69-311. DIRECTION**

*Credit, three hours.*

Further practice and experience in play directing. Each student is required to prepare a complete production script of a one-act play for presentation in assembly or evening performance.

## **69-312. ACTING**

*Credit, three hours.*

Principles of acting and writing for the stage will be studied. Experience in acting gained through the presentation of scenes in the classroom. Students will write a one-act play as a playwriting experience.

## **69-313. BROADCASTING LABORATORY**

*Credit, one hour.*

Supervised participation in college programs.

## **69-314. BROADCASTING LABORATORY**

*Credit, one hour.*

Supervised participation in college programs.

## **69-315. PUBLIC SPEAKING**

*Credit, three hours.*

A course designed to further develop the areas of fundamentals of public speaking. Emphasis placed on organization and presentation of materials. Prerequisite: 69-202 or consent of instructor.

## **69-319. DISCUSSION: PRINCIPLES AND TYPES**

*Credit, three hours.*

The study of communication in group situations. Topics include the social role of the small group, problem-solving techniques, leadership, personality barriers, language problems, conference planning and evaluation. Prerequisite: 69-202 or consent of instructor.

## **69-320. ARGUMENTATION AND DEBATE**

*Credit, three hours.*

The study of logic and reason in oral communication. Topics include the effectiveness of logical communications, the forms of logic, the application of logical analysis to human problems and the logical approach to organizing and developing oral messages. Prerequisites: 69-202 or consent of instructor.

## **69-323. ORAL INTERPRETATION OF LITERATURE**

*Credit, three hours.*

Study in the theory and practice of deriving the meaning from prose, poetry and drama and expressing these works effectively. Prerequisite: 69-202 or consent of instructor.

### **69-326. ADVANCED RADIO BROADCASTING**

*Credit, three hours.*

An advanced course in radio production styles combined with participation on the announcing staff of the college radio station. Prerequisites: 69-211 and 69-213 or consent of instructor.

### **69-327. RADIO PROGRAMMING**

*Credit, three hours.*

A basic course in radio production with emphasis on radio station management in which students prepare programs for the campus radio station. Prerequisite: 69-211 or consent of instructor.

### **69-329. EDUCATIONAL BROADCASTING**

*Credit, three hours.*

Advanced radio programming combined with the operation of control room facilities of radio station WSHC. Prerequisite: 69-211 or 69-213 and with consent of instructor.

### **69-330. SPEECH CORRECTION**

*Credit, three hours.*

A study and mastery of the International Phonetic Alphabet, language development and survey of the major communicative disorders of speech are the areas emphasized.

### **69-331. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: Consent of the instructor.

### **69-332. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: Consent of the instructor.

### **69-333. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: Consent of the instructor.

### **69-334. INTERCOLLEGIATE FORENSIC ACTIVITY**

*Credit, one hour.*

Active participation in intercollegiate debate and/or individual events. Prerequisite: Consent of the instructor.

### **69-341. HISTORY OF THE THEATRE**

*Credit, three hours.*

The development of the theatre with special attention to period theatres and theatrical styles which influence modern stage presentations.

### **69-415. INDEPENDENT STUDY IN SPEECH AND DRAMA**

*Credit, one to three hours.*

Designed for those students interested in speech and drama who desire to do independent study in some special field. See Independent Study Program. Prerequisite: six hours of advanced work in speech or drama.



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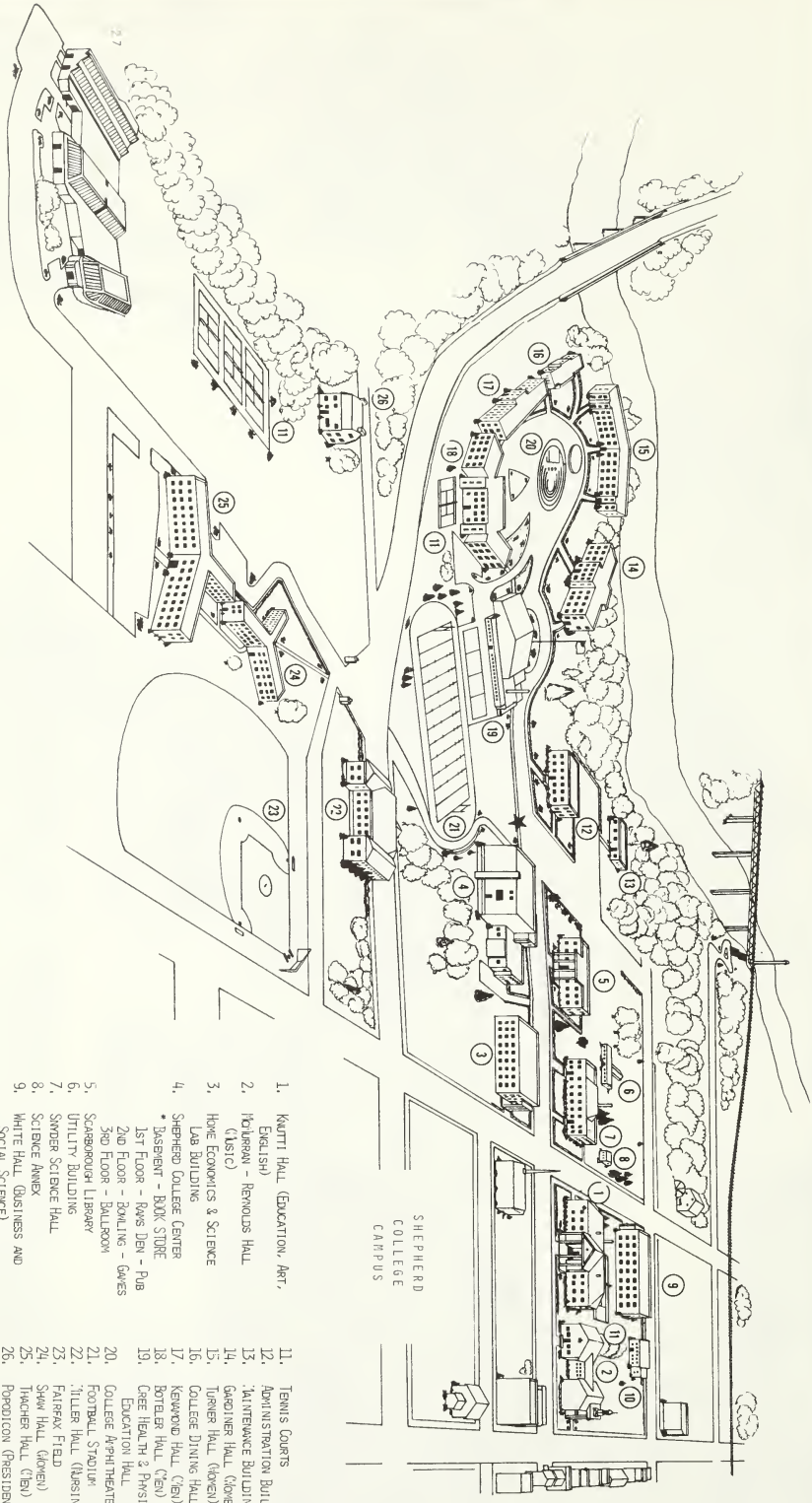
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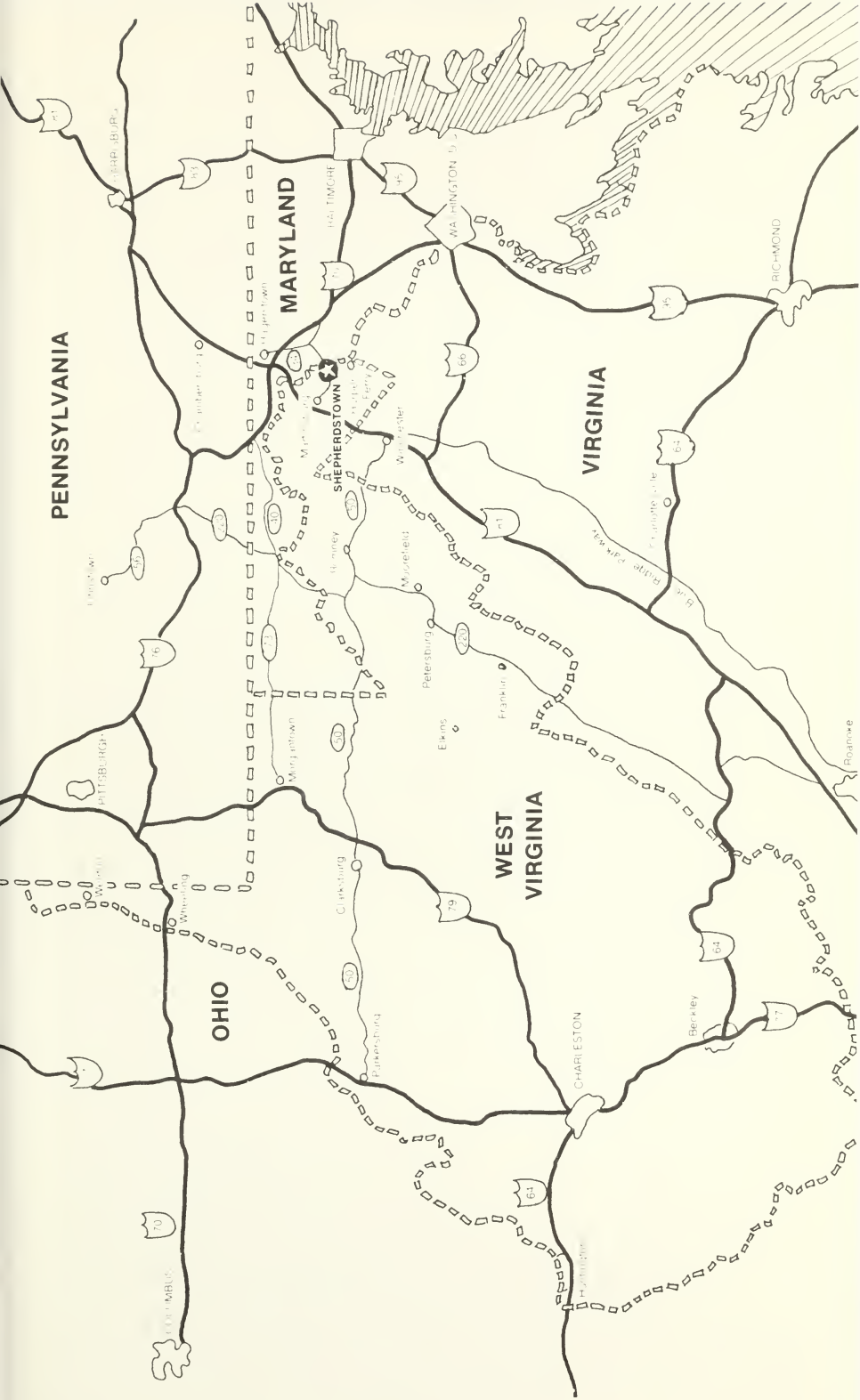






SHEPHERD  
COLLEGE  
CAMPUS

1. KAUTT HALL (Education, Art, English)
2. FOUQUAY - REMOULS HALL (Music)
3. HOWE ECONOMICS & SCIENCE LAB BUILDING
4. SHEPHERD COLLEGE CENTER  
• BASEMENT - BOOK STORE  
1st Floor - FANS DEN - PUB  
2nd Floor - BOWLING - GAMES  
3rd Floor - BALLROOM
5. SCARBOROUGH LIBRARY
6. UTILITY BUILDING
7. SANDER SCIENCE HALL
8. SCIENCE ANNEX
9. WHITE HALL (BUSINESS AND SOCIAL SCIENCE)
10. HOME MANAGEMENT HOUSE
11. TENNIS COURTS
12. ADMINISTRATION BUILDING
13. INTERVIEW BUILDING
14. GARDNER HALL (GIVEN)
15. TURNER HALL (HOBBS)
16. COLLEGE DINING HALL
17. KENNEDY HALL (YEN)
18. BOTTLER HALL (YEN)
19. CREW HEALTH & PHYSICAL EDUCATION HALL
20. COLLEGE APARTHEATER
21. FOOTBALL STADIUM
22. TULLER HALL (BASKING)
23. FAIRBAX FIELD
24. SHAW HALL (GIVEN)
25. TEACHERS HALL (YEN)
26. FORDICION (PRESIDENT'S HOME)
27. CREATIVE ARTS CENTER











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